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No. 24331

## MANUALS

IN ACCORDANCE WITH

**THE PROMOTION OF ACCESS TO  
INFORMATION ACT (NO. 2 OF 2000)**



9771682584003



**AIDS HELPLINE: 0800-0123-22 Prevention is the cure**

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**ELGIN BROWN & HAMER (PROPRIETARY) LIMITED  
AND ITS SUBSIDIARY COMPANIES AS FOLLOWS.**

JAMES BROWN & HAMER (PROPRIETARY) LIMITED	(100%)
PORT MARINE CONTRACTORS (PROPRIETARY) LIMITED	(100%)
PORT SCAFF (PROPRIETARY) LIMITED	(100%)
ELGIN DOCK (PROPRIETARY) LIMITED	(100%)
PORTLEC (PROPRIETARY) LIMITED T/A ELECTRO MARINE	(100%)
DIESEL AND TURBO SERVICE CENTRE (PROPRIETARY) LIMITED	(100%)
STABLEARC (PROPRIETARY) LIMITED T/A MARINE AND HYDRAULIC SERV	( 70%)
EAST LONDON SHIPYARD (PROPRIETARY) LIMITED	( 50%)
AIS TECHNOLOGIES (PROPRIETARY) LIMITED	( 50%)

**A Guide to**

**ACCESSING OUR  
INFORMATION**

**Our Manual in terms of Section 51 of the  
Promotion of Access to Information Act**

## **Preamble**

The Promotion of Access to Information Act No. 2 of 2000, ("the Act") came into operation on 23 November 2001. Section 51 of this Act requires that we as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

## **Introduction to this private body**

Our main activities are marine engineering and providing a comprehensive ship repair service.

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

Inside these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

## Section A – Our details

**Full Name** : Elgin Brown & Hamer (Proprietary) Limited

**Registration Number** : 1994/003761/07

**Registered Address** : KPMG Services (Pty) Limited  
20 Kingsmead Boulevard  
Kingsmead Office Park  
Durban 4001

**Postal Address** : PO Box 29079  
Maydon Wharf 4057

**Telephone Number** : (031) 205 6391

**Fax Number** : (031) 205 4648

**Head/CEO** : Anthony Charles Bennett

**Designated Information Officer** : Joseph Bullough

**Email Address of Information Officer:** jbullough@ebh.co.za

## Section B – The official guide

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

The Guide will contain the following information:

1. The objects of the Act;
2. Particulars of the information officer of every public body;
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officers and the Human Rights Commission in terms of this Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. Schedules of fees to be paid in relation to requests for access to information;
8. Regulations made in terms of the Act.

Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

**Post:** South African Human Rights Commission  
Promotion of Access to Information Act Unit  
Research and Documentation Department  
Private Bag 2700  
Houghton  
2041

**Telephone:** (011) 484-8300

**Fax:** (011) 484-0582

**Website:** [www.sahrc.org.za](http://www.sahrc.org.za)

**E-mail:** [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)



## **Section C – Information available in terms of the Act**

### **1. Categories of Information**

We hold the following categories of information:

#### **(a) STATUTORY COMPANY INFORMATION**

- (i) Certificate of Incorporation;
- (ii) Certificate of Change of Name (if any);
- (iii) Memorandum and Articles of Association;
- (iv) Certificate to Commence Business;
- (v) Minute Book, CM25 and CM26, as well as Resolutions passed at general/class meetings;
- (vi) Proxy Forms
- (vii) Register of Members;
- (viii) Register of Directors and Certain Officers;
- (ix) Directors' Attendance Register;
- (x) Annual Financial Statements including:
  - (a) Annual accounts;
  - (b) Directors' reports;
  - (c) Auditor's report.
- (xi) Books of Account regarding information required by the Companies Act, 1973;
- (xii) Supporting schedules to books of account and ancillary books of account;

#### **(b) ACCOUNTING RECORDS**

- (i) Books of Account including journals and ledgers;
- (ii) Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange.

#### **(c) STATUTORY EMPLOYEE RECORDS**

- (j) Employees' names and occupations;
- (ii) Time worked by each employee;
- (iii) Remuneration paid to each employee.
- (iv) Date of birth of each employee;
- (v) Wages register;
- (vi) Attendance register;
- (vii) Employment equity plan;
- (viii) Salary and wages register;
- (ix) Determinations made in terms of the Wage Act;
- (x) Staff records (after date of employment ceases);
- (xi) Tax returns of employees;

**(d) OTHER EMPLOYEE RECORDS**

- (i) Employee contracts;
- (i) Incentive schemes;
- (ii) Maternity leave policy;
- (iii) Relocation policy;
- (iv) Disability scheme;
- (v) Group personal accident;
- (vi) Group life;
- (vii) Code of conduct.

**(e) PENSION AND RETIREMENT FUNDING RECORDS**

- (i) Pension Fund Rules;
- (i) Pension Fund account records;
- (ii) Minutes of Meetings of trustees and members;
- (iii) Actuarial Valuation Reports;
- (iv) Contribution Reports;
- (v) Annual accounts.

**(f) ENVIRONMENTAL HEALTH AND SAFETY**

- (i) Noise exposure records;
- (ii) Records of assessment and air monitoring and asbestos inventory;
- (iii) Safety management systems, data and audits;
- (iv) Permits, licences, approvals and registrations for operations of sites and business;
- (v) Emergency response plans;
- (vi) Environmental impact assessments;
- (vii) Details of solid waste disposals.

**(g) FIXED PROPERTY**

- (i) Title Deeds;
- (i) Leases;
- (ii) Building plans;
- (iii) Mortgage Bonds or other encumbrances to fixed property.

**(h) MOVABLE PROPERTY**

- (i) Asset register;
- (i) Finance and Lease Agreements;
- (ii) Notarial Bonds;
- (iii) Deeds of Pledge.

**(i) AGREEMENTS AND CONTRACTS**

- (i) Material agreements concerning provision of services or materials;
- (i) Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements;
- (ii) Agreements with shareholders, officers or directors;
- (iii) Acquisition or disposal documentation;
- (iv) Agreements with contractors and suppliers;
- (v) Agreements with customers;
- (vi) Warranty agreements;
- (vii) Sale agreements;
- (viii) Restraint agreements;
- (ix) Agreements with governmental agencies;
- (x) Purchase or lease agreements.

**(j) TAXATION**

- (i) Copies of all Income Tax Returns and other tax returns and documents;

**(k) LEGAL**

- (i) Complaints, pleadings, briefs and other documents pertaining to any actual, pending or threatened litigation, arbitration or investigation;
- (ii) Settlement agreements;
- (iii) Material licences, permits and authorisations;

**(l) INSURANCE**

- (i) Insurance policies;
- (ii) Claim records;
- (iii) Details of insurance coverages, limits and insurers.

**(m) INFORMATION TECHNOLOGY**

- (i) Hardware;
- (ii) Operating systems;
- (iii) Telephone Exchange Equipment;
- (iv) Telephone Linés, Leased Lines and Data Lines;
- (v) LAN Installations;
- (vi) Software Packages;
- (vii) Disaster Recovery;
- (viii) Internal Systems Support and Programming / Development;
- (ix) Capacity and Utilization of Current Systems;
- (x) Development or Investment Plans;
- (xi) Agreements;
- (xii) Licences;

(xiii) Audits.

(n) SALES AND MARKETING

- (i) Services;
- (ii) Markets;
- (iii) Customers;
- (iv) Brochures, Newsletters and Advertising Materials;
- (v) Sales;
- (vi) Public Relations Policies and Procedures;
- (vii) Domestic and Export Orders

## 2. Procedure for requesting access to the above information

If you wish to request access to any of the above categories of information, you are required to complete a request form as set out in annexure "A" hereto. These forms are available from:

- Our information officer (whose contact details are in section A of this manual);
- The SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za))
- The Department of Justice and Constitutional Development website ([www.doj.gov.za](http://www.doj.gov.za))

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.



## **Section D – Information available in terms of other legislation**

Where applicable to our operations, information is also available in terms of certain provisions of the following statutes:

- Administration of Estates Act No. 66 of 1965
- Armaments Development and Production Act No. 57 of 1968
- Atmospheric Pollution Prevention Act No. 45 of 1965
- Banks Act No. 94 of 1990
- Basic Conditions of Employment Act No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Competition Act No. 89 of 1998
- Co-operatives Act No. 91 of 1981
- Correctional Services Act No. 111 of 1998
- Credit Agreements Act No. 75 of 1980
- Custody and Administration of Securities Act No. 85 of 1992
- Customs and Excise Act No. 91 of 1964
- Debt Collectors Act No. 114 of 1998
- Defence Act No. 44 of 1957
- Designs Act No. 195 of 1993
- Employment Equity Act No. 55 of 1998
- Financial Intelligence Centre Act No. 38 of 2001
- Financial Markets Control Act No. 55 of 1989
- Health Professions Act No. 56 of 1974
- Housing Act No. 107 of 1997
- Income Tax Act No. 58 of 1962
- Insider Trading Act No. 135 of 1998
- Labour Relations Act No. 66 of 1995
- Legal Deposit Act No. 54 of 1997
- Long-term Insurance Act No. 52 of 1998
- Mine Health and Safety Act No. 29 of 1996
- Minerals Act No. 50 of 1991
- Mineral and Petroleum Resources Development Act No. 28 of 2002
- National Environmental Management Act No. 107 of 1998
- National Key Points Act No. 102 of 1980
- National Nuclear Regulator Act No. 47 of 1999
- National Road Traffic Act No. 93 of 1996
- National Water Act No. 36 of 1998
- Nuclear Energy Act No. 131 of 1993
- Nuclear Energy Act No. 46 of 1999
- Occupational Health and Safety Act No. 85 of 1993
- Prevention of Organised Crime Act No. 121 of 1998
- Public Finance Management Act No. 1 of 1999
- Road Transportation Act No. 74 of 1977
- Security Officers Act No. 92 of 1987

- Short term Insurance Act No. 53 of 1998
- South African Medicines and Medical Devices Regulatory Authority Act No. 132 of 1998
- South African Police Service Act No. 68 of 1995
- Space Affairs Act No. 84 of 1993
- Stock Exchanges Control Act No. 1 of 1985
- Transfer Duty Act No. 40 of 1949
- Unemployment Insurance Act No. 63 of 2001
- Unit Trusts Control Act No. 54 of 1981
- Witness Protection Act No. 112 of 1998

Where applicable to our operations, we also retain records and documents in terms of the following statutes:

- Agricultural Produce Agents Act No. 12 of 1992
- Basic Conditions of Employment Act No. 75 of 1997
- Close Corporations Act No. 69 of 1984
- Companies Act NO. 61 of 1973
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993
- Co-operatives Act No. 91 of 1981
- Customs and Excise Act No. 91 of 1964
- Employment Equity Act No. 55 of 1998
- Estate Agency Affairs Act No. 112 of 1976
- Explosives Act No. 26 of 1956
- Financial Markets Control Act No. 55 of 1989
- Immigration Act No. 13 of 2002
- Income Tax Act No. 58 of 1962
- Insolvency Act No. 24 of 1936
- Labour Relations Act No. 66 of 1995
- Liquor Act No. 27 of 1989
- Machinery and Occupational Safety Act No. 6 of 1983
- Mine Health and Safety Act No. 29 of 1996
- Minerals Act No. 50 of 1991
- Mutual Banks Act No. 124 of 1993
- National Payment System Act No. 78 of 1998
- National Water Act No. 36 of 1998
- Nursing Act No. 50 of 1978
- Occupational Health and Safety Act No. 85 of 1993
- Prescription Act No. 68 of 1969
- Sectional Titles Act No. 95 of 1986
- South African Medicines and Medical Devices Regulatory Authority Act No. 132 of 1998
- Stamp Duties Act No. 77 of 1968
- Stock Exchanges Control Act No. 1 of 1985
- Transfer Duty Act No. 40 of 1949
- Value-added Tax Act No. 89 of 1991

## **Section E – Information automatically available**

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

Request forms for these categories of information are also available from our information officer, whose contact details appear in section A of this manual.

1. Newsletters.
2. Booklets.
3. Pamphlets / Brochures.
4. Reports.
5. Posters.
6. Other literature intended for public viewing.

**ANNEXURE "A"****FORM C**

**REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY**  
 (Section 53(1) of the Promotion of Access to Information Act, 2000  
 (Act No. 2 of 2000)  
 [Regulation 10]

**A. Particulars of private body**

The Head:

.....

.....

.....

**B. Particulars of person requesting access to the record**

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

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 for exemption.*

Reason for exemption from payment of fees : .....

.....

.....

**F. Form of access to record**

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

Disability: .....

.....

.....

.....

Form in which record is required: .....

.....

.....

.....

Mark the appropriate box with an X.

**NOTES:**

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

<b>1. If the record is in written or printed form:</b>			
Copy of record*		Inspection of record	
<b>2. If record consists of visual images</b> (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
View the images		Copy of the images*	Transcription of the images
<b>3.. If record consists of recorded words or information which can be reproduced in sound:</b>			
Listen to the soundtrack (audio cassette)		Transcription of soundtrack* (written or printed document)	
<b>4... If record is held on computer or in an electronic or machine-readable form:</b>			
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 of transcription to be posted to you? <b>Postage is payable.</b>			YES NO

**G. Particulars of right to be exercised or protected**

*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. Indicate which right is to be exercised or protected : .....
- .....
- .....

2. Explain why the record requested is required for the exercise or protection of the  
aforementioned right: .....

.....  
.....

#### H. 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 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

## **ANNEXURE "B"**

**AN EXPLANATORY NOTE ON FEES TO BE CHARGED BY A PRIVATE BODY WHEN GRANTING A REQUEST FOR ACCESS TO INFORMATION IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000.**

The fees chargeable by private bodies are contained in Part III of Annexure "A" of the Regulations. A copy of Part III is attached for your convenience. The present charges are as follows:

### **1. Copies of a manual**

Should an individual require a copy of the private body's manual, a fee of R 1,10 is chargeable for every photocopy of an A4 page or part thereof.

### **2. Reproduction fees<sup>1</sup>**

Reproduction fees apply to obtaining copies or transcriptions of information which is automatically available from the private body. The fees are listed in paragraph 2 of Part III of Annexure "A" to the Regulations.

### **3. Access fees<sup>2</sup>**

Access fees are chargeable for copies or transcriptions of information requested under this Act. The fees are listed in paragraph 4 of Part III of Annexure "A" to the Regulations.

### **4. Other fees**

- 4.1 A request fee<sup>3</sup> of R 50.00 is payable by a requester who is seeking access to a record containing information which is not personal to the requester. See paragraph 6 of Part 1 of this work.
- 4.2 A search fee<sup>4</sup> may be charged at a rate of R 30.00 per hour or part thereof for searching and preparing the record for disclosure provided such time was reasonably required for that purpose.
- 4.3 If the request is not limited to records containing information which is personal to the requester and if the head of the private body is of the opinion that the time taken to give effect to the request will exceed six hours the requester can be called upon to pay a deposit of not more than one third of an estimate of the access fee which will become payable.<sup>5</sup>
- 4.4 If a copy of a record is posted to a requester, the requester is obliged to pay the actual postage payable.

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1 Section 52(3) and Regulation 1(1)  
2 Section 54(7) and Regulation 11(3)  
3 Section 54(1) and Regulation 11(2)  
4 Annexure "A", Part III, Item 4(1)(f)  
5 Section 54(2)

**PART III  
FEES IN RESPECT OF PRIVATE BODIES**

1. The fee for a copy of the manual as contemplated in regulation 9 (2) (c) is R1,10 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11 (1) are as follows: R
  - (a) For every photocopy of an A4-size page or part thereof ..... 1,10
  - (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form ..... 0,75
  - (c) For a copy in a computer-readable form on-
    - (i) stiffy disc ..... 7,50
    - (ii) compact disc ..... 70,00
  - (d) (i) For a transcription of visual images, for an A4-size page or part thereof ..... 40,00
    - (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 ..... 20,00
    - (ii) For a copy of an audio record ..... 30,00
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11 (2) is R50,00.
4. The access fees payable by a requester referred to in regulation 11 (3) are as follows: R
  - (1) (a) For every photocopy of an A4-size page or part thereof ..... 1,10
    - (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form ..... 0,75
    - (c) For a copy in a computer-readable form on-
      - (i) stiffy disc ..... 7,50
      - (ii) compact disc ..... 70,00
    - (d) (i) For a transcription of visual images, for an A4-size page or part thereof ..... 40,00
      - (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 ..... 20,00
      - (ii) For a copy of an audio record ..... 30,00
    - (f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.
  - (2) For purposes of section 54 (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.



**TECHNIKON NORTHERN GAUTENG**  
**MANUAL**  
**containing**

**POLICY AND GUIDELINES ON ACCESS TO  
INFORMATION**

**This manual is available in the following three official  
languages: (Setswana, Tshivenda and English).**

## VISION AND MISSION STATEMENTS

Technikon Northern Gauteng is a higher education institution committed to contributing to human resources development through its career and market oriented programmes in technological, commercial and other socially relevant fields.

TNG mission primarily has five inter-related strands:

- To provide quality national diploma and B-Tech programmes in our chosen fields.
- To develop selective Masters level learning opportunities in areas where we have special skills, and there is demonstrable need.
- To offer flexible learning opportunities, both formal and informal, to a wide range of learners including our own staff.
- To build capacity and undertake projects in the fields of social, applied and product oriented research relevant to community and regional development needs, as well as in research that deepens our understanding of the process of learning and teaching.
- To upgrade the educational and socio-economic environment of our immediate community through programmes of community service linked to our areas of expertise.

Our mission as an institution of higher learning encompasses local, regional, national and international commitments, interests and linkages. Yet as South Africa's northernmost Technikon, with our main campus located at Soshanguve, near Pretoria, we have a special responsibility to respond to the needs of, and to provide learning opportunities to, our immediate community and region, and to the vast area to our north. To do so we give high priority to ensuring access and success for talented learners and students from socio-economic and educationally disadvantaged backgrounds that have not prepared them for the traditional entry levels of most institutions.

We seek to realise our mission in a distinctive TNG way that integrates teams of dedicated and skilled educators, effective support services by professional staff, modern management approaches, goal directed planning and funding, the full utilisation of the opportunities created by developments in information technology, and a caring and nurturing environment in which both staff and students can realise their full potential.

We measure our success by the growth of the TNG community that extends beyond those who live, learn and work on our campus to a wide range of interested stakeholders and partners, and expanding cohorts of entrepreneurial TNG graduates that are making their own distinctive contribution to our national well-being.



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**ANNEXURES**

Annexure 1: Form A (Request for access to information)

Annexure 2: Form B (Notice of internal appeal)

Annexure 3: Fees payable:

- (a) Request fees
- (b) Access fees
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- (d) Deposits
- (e) Postage
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## INTRODUCTION

Section 32(1)(a) of the South African Bill of Rights in the South African Constitution gives every person the right to access to information. The Promotion of Access to Information Act, 2000 (hereinafter referred to as 'the Act') gives effect to the constitutional right to have access to information. The Act is based on the values of transparency and accountability.

As with all other fundamental rights contained in the Bill of Rights, the right to access to information is not absolute. It may be limited in terms of section 36 of the Bill of Rights, to the extent that limitations are reasonable and justifiable in an open and democratic society, based on the fundamental values of human dignity, equality and freedom.

The Technikon has drafted this policy in order to define the rights of persons to have access to any records, regardless of form or medium, in the possession or under the control of the Technikon. It furthermore contains the procedures that must be followed by any person wishing to gain access to such information, and the applicable fees that are payable.

## STRUCTURE AND FUNCTIONS OF THE TECHNIKON

### TECHNIKON NORTHERN GAUTENG

Postal address:	<b>Private Bag X07, PRETORIA-NORTH, 0116</b>
Street address:	<b>Main Campus, College Road, SOSHANGUVE, 0152</b>
Electronic mail address of the Institutional Officer:	<b>glenyai@tnt.ac.za</b>
Phone number:	<b>(012) 799-9240</b>
Fax number:	<b>(012) 793-0975</b>

## DEFINITIONS

Terms used in this manual are consistent with the definitions contained in the Act, unless the context determines otherwise, and include:

**‘Evaluative material’** means an evaluation or opinion prepared for the purpose of determining:

- a) The suitability eligibility or qualifications of the person to whom or to which the evaluation or opinion relates:
  - i) for employment or for appointment to office,
  - ii) for promotion in employment or office or for the continuance in employment or office,
  - iii) for removal from employment or office, or
  - iv) for the awarding of a scholarship, award, bursary, honour, or similar benefit; or
- b) Whether any scholarship, award, bursary, honour or similar benefit should be continued, modified, cancelled or renewed.

**‘Information Officer’** means the Principal and Vice-Chancellor as the Chief Executive Officer, or the person who is acting as such.

**‘personal information’** means information about an identifiable individual, including but not limited to:

- a) information relating to the race, gender, sex, pregnancy, marital status, national, ethnic, or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the individual;
- b) information relating to the education or the medical, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
- c) any identifying number, symbol or other particular assigned to the individual;
- d) the address, fingerprints or blood type of the individual;
- e) the personal opinions, views, or preferences of the individual, except where they are about another individual or about a proposal for a grant, an award or a prize to be made to another individual;
- f) correspondence sent by the individual that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- g) the views and opinions of another individual about the individual;
- h) the views or opinions of another individual about a proposal for a grant, an award or a prize to be made to the individual, but excluding the name of the other individual where it appears with the views or opinions of the other individual; and

- i) the name of the individual where it appears with other personal information relating to the individual or where the disclosure of the name itself would reveal information about the individual.

**'personal requester'** means a requester seeking access to a record containing personal information about the requester.

**'Record'** means any recorded information, regardless of form or medium, in the possession or under the control of the Technikon, and whether or not it was created by the Technikon.

**'Student'** refers to an individual, who is registered for any programme at the Technikon, or who is in between academic terms and is eligible for re-enrolment.

**'The Act'** means the Promotion of Access to Information Act, 2000.

**'The Technikon'** means the Technikon Northern Gauteng, established as a technikon in terms of section 20 of the Higher Education Act, No. 101 of 1997.

**'Third party'** means any person other than the requestor concerned or a public body.

## SECTION A: GUIDELINES ON ACCESS TO INFORMATION

### 1. INTRODUCTION

The Information Officer for the Technikon is the Principal and Vice-Chancellor. The Act confers powers and imposes duties on the Information Officer.

Deputy information officers have been appointed, and power has been delegated to them in order to ensure that there are sufficient resources to make information, held by the Technikon, as accessible as reasonably possible for requesters of such information. Deputy information officers will receive requests for information and will decide, in accordance with the provisions of the Act and this policy, whether or not to provide that information to the requester.

The deputy information officers of the Technikon are:

**Dean: Health & Social Sciences**

(Mr MS Mukhola)

Phone numbers: (012) 799-9455

Fax numbers: (012) 793-2864

e-mail address: Mukhola.MS@tng.ac.za

Faculty records

**Dean: Engineering**

(Mr I Tlhabadira – Acting)

Phone numbers: (012) 799-9080

Fax numbers: (012) 799-9223

e-mail address: Tlhabadira.I@tng.ac.za

Faculty records

**Dean: Commerce**

(Mrs M Reynders)

Phone numbers: (012) 799-9011

Fax numbers: (012) 799-9519

e-mail address: Reynders.M@tng.ac.za

Faculty records

**Dean: Economics & Management Sciences**

(Mr A van Staden)

Phone numbers: (012) 799-9627

Fax numbers: (012) 799-9639

e-mail address: Prinsloo.D@tng.ac.za

Faculty records

**The Director of Finance**

(Mr SS Mnisi)

Phone numbers: (012) 799-9094

Fax numbers: (012) 799-9158

e-mail address: Mnisi.S@tng.ac.za

Financial and commercial records

**The Director of Research**

(Prof. PDF Kok)

Phone numbers: (012) 799-9078

Fax numbers: (012) 799-9546

e-mail address: Kok.PDF@tng.ac.za

Research records

**The Director of Human Resources**

(Mr GN Molefe)

Phone numbers: (012) 799-9265

Fax numbers: (012) 799-9294

e-mail address: Molefe.GN@tng.ac.za

Personnel records

**Dean of Students**

(Mr H Shubane)

Phone numbers: (012) 799-9514

Fax numbers: (012) 799-9128

e-mail address: Shubane.H@tng.ac.za

Student records

(Student registration &  
student disciplinary  
hearings)**The Director of Quality Assurance & Examinations**

(Mr DJ Human)

Phone numbers: (012) 799-9608

Fax numbers: (012) 799-9194

e-mail address: Human.DJ@tng.ac.zaStudent records  
(Examinations)**The Director of Public Affairs & Marketing**

(Ms CBM Mokebe – Acting)

Phone numbers: (012) 799-9195

Fax numbers: (012) 799-9035

e-mail address: Cathrine@tnt.ac.za

Alumni records

**The Director of Information & Communications  
Technology**

(Mr JPC Niezen)

Phone numbers: (012) 799-9059

Fax numbers: (012) 799-9055

e-mail address: Niezen.JPC@tng.ac.za

E-mail records policy

## **SECTION A: GENERAL POLICY AND GUIDELINES ON ACCESS TO INFORMATION**

### **1. GENERAL**

- 1.1 The Technikon will maintain only relevant information, which is necessary for the achievement of its objectives, and information, which it is authorised or required by law to maintain.
- 1.2 The Technikon will periodically review the information, which it holds, to ensure that all records maintained are accurate, relevant and complete.
- 1.3 The Technikon has a duty to ensure reasonable protection of privacy, commercial confidentiality, and good governance. In order to fulfil this duty, it will keep secure all personal, confidential and other relevant information, and will ensure that no information is transferred inside or outside the Technikon, unless such transfer is in accordance with the requirements of the Act and this policy.

### **2. DUTIES OF INFORMATION OFFICER**

- 2.1 The Information Officer shall appoint deputy information officers and delegate his/her powers to such deputy information officers in writing.
- 2.2 The Information Officer shall cause her/himself and all deputy information officers to be properly trained to enable them to fulfil all their obligations in terms of the Act.
- 2.3 The Information Officer shall cause a manual to be compiled in three official languages. The information contained in the manual shall include, but not be limited to:
  - (a) contact details of the information and deputy information officers;
  - (b) details on how to request access to information;
  - (c) a description of the subjects on which the Technikon holds records and the categories of records held on each subject;
  - (d) information, which is automatically available without a person having to request access in terms of the Act.
- 2.4 The Information officer shall cause records to be kept of the number of:
  - Requests for access received
  - Requests for access granted fully or in part
  - Requests for access denied fully or in part
  - Internal appeals lodged and the outcome of such appeals (Note: internal appeal process optional)
  - Applications made to court on the ground that a request/an internal appeal was dismissed (Note: where provision is made for an internal appeal process, this internal process must be exhausted before the



requester may make application to the court for a review of the decision.)

- Instances in which the time periods stipulated in the Act were extended in terms of the Act.

### 3. DUTIES OF DEPUTY INFORMATION OFFICERS

3.1 Once a deputy information officer has received a request for access to a particular record held by the Technikon, he/she will take all reasonable steps necessary to preserve that record until:

- (a) such time as the request has been granted or denied;
- (b) the periods for lodging an internal appeal (Note: an internal appeal process optional), application to court or appeal against such the outcome of such application, have expired;
- (c) the internal appeal (Note: an internal appeal process is optional), application to court, or appeal against the outcome of such application, has been finally determined.

3.2 When a deputy information officer has received a request for access to a particular record, he/she will make a decision whether to grant access to such record within a period of thirty days of receiving such request.

3.3 If a deputy information officer fails to give a decision on a request for access to information within thirty days of such request being received, then such request is deemed to have been refused, and the requester may then lodge an internal appeal (Note: if an internal appeal process is provided by the Technikon) against such refusal.

### 4. REQUESTS FOR ACCESS TO INFORMATION

4.1 Any individual may request and be informed whether the Technikon maintains records on them. Any such enquiry must be made in writing (or electronically) to the relevant deputy information officer. Such enquiry must be accompanied by the relevant fees, where applicable.

4.2 Any individual may request to inspect the records, which the Technikon maintains on them. Such request must be made in writing (or electronically) on the prescribed form, to the relevant deputy information officer, accompanied by the relevant fees, where applicable.

4.3 Individuals, on whom the Technikon maintains records, have the right to request correction of facts, deletion of errors or additions to be made to such records. Such request must be made in writing (or electronically) to the relevant deputy information officer.

4.4 Any person, including a third party, requiring information, which is held by the Technikon, may request access to such information. Such request may be made in writing (or electronically) on the prescribed form, to the relevant deputy information officer, accompanied by the relevant fees, where applicable.

4.5 The Technikon, through its deputy information officer may refuse access to any record, which is regarded as personal or confidential according to the Act.

4.6 The Technikon, through its deputy information officer, will refuse access to any record, the disclosure of which could reasonably be expected to endanger the life or physical or psychological safety of any individual.

## 5. PROCEDURE FOR REQUESTS FOR ACCESS TO INFORMATION

5.1 A request for access to information must be made to the relevant deputy information officer on the prescribed form, **Form A** (See Annexure 1). The requester must provide full particulars of the record to which access is requested.

5.2 The prescribed request, access and reproduction fees, and deposit, if applicable, must be paid to the deputy information officer at the time of making a request. (See annexure 3).

5.3 On receiving a request, accompanied by the required fees, as applicable, the deputy information officer will, within thirty days, decide whether to grant the request or not.

5.4 A record will be withheld until the requester has paid the applicable fees.

5.5 Should the requester be dissatisfied with the decision of the deputy information officer, the requester may lodge an internal appeal (if policy) with the Information Officer.

## 6. PROCEDURE FOR AN INTERNAL APPEAL BY A REQUESTER (Note: An internal appeal is optional.)

6.1 The deputy information officer must inform a requester that she/he may lodge an internal appeal against the decision of the deputy information officer.

6.2 An appeal application must be lodged within sixty days of the decision of the deputy information officer, on the prescribed **Form B** (See annexure 2), which is obtainable from the deputy information officer. The Information Officer must allow late lodging of the appeal, on good cause shown.

6.3 The appellant must clearly indicate the decision against which the appeal is being lodged, and the grounds on which the internal appeal is based.

6.4 The required appeal fees must be paid on lodging an internal appeal. (See Annexure 3).

6.5 The Information Officer must decide on the internal appeal within thirty (30) days of receipt of the appeal application, and give notice of the decision to the appellant. The notice must:

- (a) state adequate reasons for the decision,
- (b) exclude, from such reasons, any reference to the content of the record,
- (c) state that the appellant may lodge an application with a court against the decision on internal appeal, within sixty (60) days thereof.

## 7. PROCEDURE FOR AN INTERNAL APPEAL BY A THIRD PARTY

7.1 The Information Officer, must within thirty (30) days of receiving an internal appeal from a requester, inform a third party/parties to whom or which the records relate.

7.2 The third party/parties may, within twenty one (21) days of being so informed, make written representations to the Information Officer why the request for access should not be granted or may give written consent for the disclosure of the record to the requester.

7.3 The Information Officer must immediately after the decision on an internal appeal, give notice of the decision to the third party/parties concerned.

## 8. APPLICATIONS TO COURT

8.1 A requester or a third party, as the case may be, may only apply to court for appropriate relief after the internal appeal procedures against a decision of the deputy information officer or the Information Officer, on appeal (if policy), have been exhausted.

8.2 A requester or a third party, as the case may be, may, by way of application, within thirty (30) days apply to court for relief in terms of section 82 of the Act.

## 9. OFFENCE

It is an offence for any person to destroy, damage, conceal, or falsify any information held by the technikon with the intent to deny another person right of access to such information.

**SECTION B: PERSONNEL RECORDS**

1. The Technikon will maintain records on personnel, which contain information pertaining to the individual, only to the extent that it is necessary and relevant for official Technikon purposes.
2. The Technikon will respect the privacy of its personnel. In order to ensure this, no personal information which the Technikon holds on an individual, will be disclosed to a third party, unless such disclosure:
  - (a) reveals evidence of a contravention of the law, or
  - (b) reveals evidence of an imminent and serious public safety or environmental risk, and
  - (c) the public interest in the disclosure of the record outweighs the potential harm to the personnel member.
3. Notwithstanding paragraph 2 above, personal information of a personnel member must be disclosed if:
  - 3.1 The personnel member has consented to its disclosure;
  - 3.2 The personnel member was informed, before such personal information was given, that the information belongs to a class of information that would or might be made available to the public;
  - 3.3 such information is already publicly available;
  - 3.4 the information requested is about a deceased individual and the requester is the deceased individual's next of kin, or written consent has been given by the deceased's next of kin;
  - 3.5 the information relates to the position or functions of the personnel member, including but not limited to the fact that the individual is or was an official or employee of the Technikon; the title, work address work phone number and other similar particulars; the classification, salary scale and responsibilities, the position held or services performed by the individual; or the name of the individual on a record prepared by the individual during the course of his/her employment.
4. A personnel member has the right to enquire and be notified of whether the Technikon maintains records on him/her, and whether such records may be inspected. However, this is subject to the right of the Technikon to refuse to disclose any record, which contains evaluative material.
5. A personnel member is entitled to request correction of facts, deletion of errors or additions to be made in the records, which are held on her/him by the Technikon.
6. A request for access to a personnel member's record may be refused if the request is manifestly frivolous or vexatious, or the work involved in processing the request would substantially and unreasonably divert the resources of the Technikon.

7. Any person requesting information, which the Technikon holds on a personnel member, must make such request on the prescribed application form **Form A**, accompanied by the relevant fees, if applicable. The request must be made to the relevant deputy information officer, which in this case is the Director of Human Resources.

**SECTION C: STUDENT RECORDS POLICY**

1. The Technikon will only retain information on a student to the extent necessary and relevant for official Technikon purposes.
2. The Technikon will respect the privacy of students. In order to ensure this, no personal information, which the Technikon holds on a student will be disclosed, unless such information:
  - (a) reveals evidence of a contravention of the law, or
  - (b) reveals evidence of an imminent and serious public safety or environmental risk, and
  - (c) the public interest in the disclosure of information outweighs the potential harm to the student.
3. Notwithstanding paragraph 2 above, personal information about a student must be disclosed if:
  - 3.1 the student has consented to the disclosure;
  - 3.2 the student was informed, before such personal information was given, that the information belongs to a class of information that would or might be made available to the public;
  - 3.3 such information is already publicly available; or
  - 3.4 the information requested is about a deceased student and the requester is the deceased student's next of kin, or written consent has been given by the deceased student's next of kin.
4. A student has the right to enquire and be notified of whether the Technikon maintains records on him/her and whether such records may be inspected. However, this is subject to the Technikon's right to refuse to disclose any record, which contains evaluative material. Marked examination papers are not deemed to be evaluative material for the purposes of this policy.
5. A student is entitled to request correction of facts or deletion of errors to be made in the records, which are held on her/him by the Technikon.
6. The names, address and qualifications of a student will only be made available to a third party requesting such information if:
  - (a) the third party is requesting such information in his/her capacity as a prospective employer of the student, and
  - (b) the Technikon is legally obliged to disclose such information.
7. A student shall, as a condition of enrolment, give written authorisation for the disclosure of relevant personal information to his/her employer and to *bona fide* prospective employers. (Written authorisation to be part of enrolment form)

8. Only relevant personal information of a student will be made available to internal staff or bodies of the Technikon, and only if such information is requested for official Technikon purposes.
9. A request for access to a student's record may be refused if the request is manifestly frivolous or vexatious or the work involved in processing the request would substantially and unreasonably divert the resources of the Technikon.
10. Any person requesting information, which the Technikon holds on a student, must make such request on the prescribed application form, accompanied by the relevant fees, if applicable. The request must be made to the relevant deputy information officer, which in this case is the Dean of Students and/or Director of Quality Assurance and Examinations.



**SECTION D: ALUMNI RECORDS POLICY**

1. The Technikon will only retain information on an alumnus to the extent necessary and relevant for official Technikon purposes.
2. The Technikon will respect the privacy of alumni. In order to ensure this, no personal information will be disclosed, unless such disclosure:
  - (a) reveals evidence of a contravention of the law,
  - (b) reveals evidence of an imminent and serious public safety or environmental risk, and
  - (c) the public interest in the disclosure of information outweighs the potential harm to the alumnus.
3. Notwithstanding paragraph 2 above, personal information of an alumnus must be disclosed if:
  - 3.1 the alumnus has consented to the disclosure;
  - 3.2 the alumnus was informed, before such personal information was given to the Technikon, that the information belongs to a class of information that would or might be made available to the public;
  - 3.3 such information is already publicly available; or
  - 3.4 the information requested is about a deceased alumnus and the requester is the deceased's next of kin, or written consent has been given by the deceased's next of kin.
4. Alumni have the right to enquire and be notified of whether the Technikon maintains records on them and whether such records may be inspected. However, this is subject to the Technikon's right to refuse to disclose any record, which contains evaluative material.
5. Alumni are entitled to request a correction of facts or deletion of errors to be made in the records, which are held on them by the Technikon.
6. The names, addresses and qualifications of alumni will only be made available to a third party requesting such information if:
  - (a) the third party is requesting such information in his/her capacity as an employer or prospective employer, and
  - (b) the technikon is legally obliged to disclose such information.
7. Only relevant personal information of an alumnus will be made available to internal staff or bodies of the Technikon, and only if such information is requested for official Technikon purposes.

8. **A request for access to an alumnus' record may be refused if the request is manifestly frivolous or vexatious or the work involved in processing the request would substantially and unreasonably divert the resources of the Technikon.**
9. **Any party requesting information, which the Technikon holds on an alumnus, must make such request on the prescribed application form, accompanied by the relevant fess, if applicable, The request must be made to the relevant deputy information officer, which in this case is the Director of Public Affairs and Marketing.**

**SECTION E: THIRD PARTY RECORDS POLICY**

1. The deputy information officer must refuse a request for a record of a third party if the disclosure would be in breach of a duty of confidence owed to a third party in terms of an agreement. However, such a request may not be refused if:
  - (a) the record is already publicly available, or
  - (b) the third party has consented to its disclosure.
2. The deputy information officer must refuse access to a record that:
  - (a) contains trade secrets of a third party;
  - (b) contains financial, commercial, scientific or technical information, the disclosure of which is likely to cause commercial or financial harm to the third party;
  - (c) is likely to put the third party at a disadvantage in contractual or other negotiations;
  - (d) is likely to prejudice the third party in commercial competition.
3. Notwithstanding paragraph 2 above, a record may not be refused if it consists of information:
  - (a) that is already publicly available;
  - (b) that the third party has consented to its disclosure;
  - (c) that is about the results of environmental testing or other investigations and its disclosure would reveal a serious public safety or environmental risk.
4. The deputy information officer may refuse access to a record supplied by to it by a third party if:
  - (a) it is likely to prejudice the future supply of similar information or information from the same source, and
  - (b) it is in the public interest that similar information or information from the same source should continue to be supplied.
5. Notwithstanding paragraph 4 above, a record may not be refused if:
  - (a) it is already publicly available, or
  - (b) the third party has consented to its disclosure.
6. Any person requesting information, which the Technikon holds relating to a third party, must make such request on the prescribed application form, accompanied by the relevant fees, if applicable. The application must be made to the relevant deputy information officer, which in this case, is the Director of Finance.

**SECTION F: FINANCIAL AND COMMERCIAL RECORDS POLICY**

1. Access to financial and commercial records may be refused if such record:
  - (a) contains trade secrets of the State or the Technikon;
  - (b) contains financial, commercial scientific, or technical information, the disclosure of which would be likely to cause harm to the commercial or financial interests of the State or the technikon;
  - (c) contains information, the disclosure of which could put the Technikon at a disadvantage in contractual or other negotiations or prejudice the Technikon in commercial competition; or
  - (d) is a computer program as defined in section 1(1) of the Copyright Act, 98 of 1978 and owned by the Technikon.
2. Notwithstanding the above paragraph, a commercial or financial record may not be refused if it consists of information:
  - (a) already publicly available;
  - (b) about another public body, which body has consented in writing to the disclosure; or
  - (c) about the results of any product or environmental testing carried out by or on behalf of the Technikon, and its disclosure would reveal a serious public safety or environmental risk.
3. A request for access to a financial or commercial record held by the Technikon may be refused if the request is manifestly frivolous or vexatious or the work involved in processing the request would substantially and unreasonably divert the resources of the Technikon.
4. A request for access to a financial or commercial record must be disclosed if:
  - (a) reveals evidence of a contravention of the law, or
  - (b) reveals evidence of an imminent and serious public safety or environmental risk, and
  - (c) the public interest in the disclosure of the information outweighs the potential harm to the requester.
5. Any person requesting financial or commercial information must make such a request, on the prescribed application form, to the relevant deputy information officer, which, in this case, is the Director of Finance.

**SECTION G: OPERATIONS RECORDS POLICY**

1. Requests for records relating to the operational aspects of the Technikon may be refused if:
  - (a) the record contains an opinion, advice, report, or recommendation obtained by and/or prepared by the Technikon;
  - (b) the record is an account of a consultation, discussion, or deliberation that has occurred for the purpose of assisting to formulate a policy or take a decision in the exercise of a power, performance or duty imposed on the Technikon by law;
  - (c) the disclosure of the record can reasonably be expected to frustrate the deliberative process in the Technikon or between the Technikon and another public body by inhibiting the candid communication of an opinion, advice, report, or recommendation or inhibiting the candid conducting of a consultation, discussion, or deliberation;
  - (d) it would amount to a premature disclosure of a policy with the result that it could reasonably be expected to frustrate the success of that policy;
  - (e) the disclosure could jeopardise the effectiveness of a testing, examining or auditing procedure or method used by the Technikon;
  - (f) the record contains evaluative material and disclosure thereof would breach an express or implied promise which was made to the person who supplied the material to the effect that the material or the identity of the provider, or both, would be held in confidence;
  - (g) the record contains a preliminary, working or other draft of an official of the Technikon.
2. Notwithstanding paragraph 1 above, an operation record may not be refused if it came into existence more than 20 years before the request was made.
3. A request for access to an operation record must be disclosed if:
  - (a) it reveals evidence of a contravention of the law, or
  - (b) it reveals evidence of an imminent and serious public safety or environmental risk, and
  - (c) the public interest in the disclosure of information outweighs the potential harm to the requester.
4. A request for access to an operational record may be refused if the request is manifestly frivolous or vexatious or the work involved in processing the request would substantially and unreasonably divert the resources of the Technikon.
5. Any person making a requests pertaining to the operations records, must make such a request, on a prescribed application form, to the Information Officer who will redirect it to the relevant Deputy Information Officer.

**SECTION H: RESEARCH RECORDS POLICY**

1. Access to records containing information about research being conducted or to be carried out by or on behalf of a third party, will be refused if the disclosure would be likely to expose:
  - (a) the third party;
  - (b) a person that is or will be carrying out research on behalf of a third party; or
  - (c) the subject matter of the research.
2. Access to records containing information about research being conducted or to be carried out by or on behalf of the Technikon, may be refused if the disclosure would be likely to expose:
  - (a) the Technikon,
  - (b) the person who will be carrying out the research on behalf of the Technikon, or
  - (c) the subject matter of the research, to serious disadvantage.
3. A request for access to research records may be refused if the request is manifestly frivolous or vexatious or the work involved in processing the request would substantially and unreasonably divert the resources of the Technikon.
4. Notwithstanding paragraphs 1 and 2 above, a request for access to research records must be disclosed if:
  - (a) it reveals evidence of a contravention of the law, or
  - (b) it reveals evidence of an imminent and serious public safety or environmental risk, and
  - (c) the public interest in the disclosure of information outweighs the harm to the requester.
5. Any person requesting information on research records policy must make such a request, on the prescribed application form, to the relevant deputy information officer, which, in this case is the Director of Research.

**SECTION I: E-MAIL RECORDS POLICY**

1. The computer resources of the Technikon are intended for official and/or research purposes only and all personal use by personnel and students should be kept to a minimum.
2. Information stored on the Technikon's computer resources is a record in the possession or under the control of the Technikon.
3. Neither personnel nor students of the Technikon should have any expectation of privacy in relation to information stored on the Technikon's computers, except as provided by the Act.
4. The Technikon encourages the use of electronic mail and respects the privacy of users and will therefore not routinely inspect, monitor or disclose electronic mail without the user's consent. However, the Technikon may, without the prior knowledge of the user, inspect, monitor, or disclose electronic mail sent by a user if it suspects that:
  - (a) the electronic mail facility is being abused, or
  - (b) the electronic mail facility is being used for illegal or immoral purposes.
5. Users of the Technikon's computer resources may not seek out, use or disclose personal or confidential information stored on the Technikon's computers unless authorised by the Technikon.
6. Any person requesting information on e-mail records policy must make such a request, on the prescribed application form, to the relevant deputy information officer, which, in this case is the Director of Information and Communications Technology.

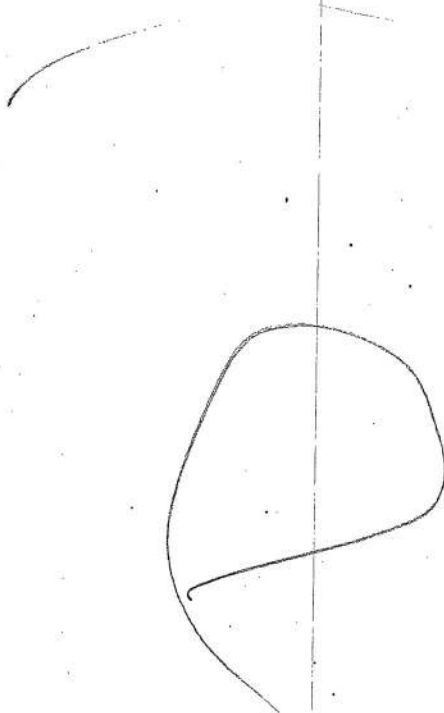


**SECTION J: AUTOMATICALLY AVAILABLE INFORMATION**

The following information is automatically available without a person having to request access in terms of the Act, and is to be found on the Technikon's website:

1. Contact details of the information officer and deputy information officers.
2. The access and reproduction fees payable by the requester of information.
3. The Technikon Chancellor's technikon work related details.
4. The constituency and official contact details of the Technikon's Council.
5. The constituency and official contact details of the Technikon's Senate.
6. The constituency and contact details of the Technikon's Rectorate.
7. The constituency and official contact details of the Technikon's Student Representative Council.
8. The constituency and official contact details of the Technikon's Institutional Forum.
9. The number, race, and gender of technikon personnel categories.
10. Salary scales of technikon personnel.
11. Minimum qualification requirements for new appointments to the various posts within the Technikon.
12. Minimum entrance requirements for enrolment in the various programmes offered by the Technikon.
13. The number, race, and gender of students in each Faculty of the Technikon.
14. The Technikon's policy on financial assistance offered to students.
15. Fee structures for the Technikon's academic programmes.
16. Residential fees and admissions policies of the Technikon.
17. Names of all technikon alumni and qualifications awarded or conferred.
18. The Technikon's disciplinary codes and procedures.
19. The Technikon's grievance procedure.
20. The Technikon's employment equity plan.
21. The Technikon's workplace skills plan.
22. The Technikon's employment equity report.
23. Any information that the Technikon is required to make available for inspection in terms of other legislation.

**ANNEXURES**



**ANNEXURE 1****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 therefor.*

Reason for exemption from payment of fees: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**F. Form of access to record**

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

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

*Mark the appropriate box with an "X".*

**NOTES:**

- (a) *Your indication as to the required form of access depends on the form in which the record is available.*
- (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.*
- (c) *The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*

**1. If the record is in written or printed form -**

<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.)*

<input type="checkbox"/> view the images	<input type="checkbox"/> copy of the images*	<input type="checkbox"/> transcription of the images*
--	--	---

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

<input type="checkbox"/> listen to the soundtrack (audio cassette)	<input type="checkbox"/> transcription of soundtrack* (written or printed document)
---	--

<b>4. If record is held on computer or in an electronic or machine-readable form -</b>			
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



## FORM B

## REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 4]

## A. Particulars of private body

The Head:

---

---

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## 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 therefor.*

Reason for exemption from payment of fees: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**F. Form of access to record**

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

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

Mark the appropriate box with an "X".

**NOTES:**

- (a) *Your indication as to the required form of access depends on the form in which the record is available.*
- (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.*
- (c) *The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*

<b>1. If the record is in written or printed form -</b>			
	copy of record*		inspection of record
<b>2. If record consists of visual images -</b> (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)			
	view the images		copy of the images* transcription of the images*
<b>3. If record consists of recorded words or information which can be reproduced in sound -</b>			
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)
<b>4. If record is held on computer or in an electronic or machine-readable form -</b>			
	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

**G. Particulars of right to be exercised or protected**

*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. Indicate which right is to be exercised or protected: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ANNEXURE 2****FORM C****NOTICE OF INTERNAL APPEAL**

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

[Regulation 6]

**STATE YOUR REFERENCE**

**NUMBER:** \_\_\_\_\_

*NOTE: A person who lodges an internal appeal may have to pay an appeal fee.*

*If an appeal fee is payable, the decision of the internal appeal may be deferred until the fee is paid.*

**A. Particulars of public body**

The Information Officer/Deputy Information Officer:

\_\_\_\_\_  
\_\_\_\_\_

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

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

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_  
Fax number: \_\_\_\_\_

2. Explain why the requested record is required for the exercising or protection of the aforementioned right: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**H. 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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**F. Notice of decision on appeal**

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

State the manner: \_\_\_\_\_

Particulars of manner: \_\_\_\_\_

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF APPELLANT**



Telephone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Capacity in which an internal appeal on behalf of another person is lodged: \_\_\_\_\_  
\_\_\_\_\_**C. Particulars of requester**

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

Full names and surname: \_\_\_\_\_  
\_\_\_\_\_

Identity number: \_\_\_\_\_

**D. The decision against which the internal appeal is lodged**

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

<input type="checkbox"/>	Refusal of request for access.
<input type="checkbox"/>	Decision regarding fees determined in terms of section 22 of the Act.
<input type="checkbox"/>	Decision regarding the extension of the period within which request must be dealt with in terms of section 26(1) of the Act.
<input type="checkbox"/>	Decision in terms of section 29(3) of the Act to refuse access in the form as requested by the requester.
<input type="checkbox"/>	Decision to grant request for access.

**E. Grounds for appeal**

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

State the grounds upon which the internal appeal is based: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Appeal received on \_\_\_\_\_ (date) by \_\_\_\_\_  
\_\_\_\_\_ (state rank,  
name and surname of information officer/deputy information officer).

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

**OUTCOME OF APPEAL:**

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

NEW DECISION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE

RELEVANT AUTHORITY

DATE RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION  
OFFICER FROM THE RELEVANT AUTHORITY: \_\_\_\_\_  
\_\_\_\_\_

**ANNEXURE 3****FEES PAYABLE**

Fees are payable in terms of sections 15 and 22 of the Promotion of Access to Information Act, 2000, read together with the regulations promulgated under section 22 of the Act.

A record will be withheld until the prescribed fees have been paid.

**1. REQUEST FEE (Section 22(1), Regulation 7(2))**

The request fee payable to the Technikon by every requester, except a personal requester, is R35,00.

**2. ACCESS FEES (Section 22(7), Regulation 7(3))**

Access fees are payable to the Technikon by every requester and personal requester for the search, preparation and reproduction of the requested record(s) as follows:

**2.1 SEARCH AND PREPARATION OF A RECORD FOR DISCLOSURE**

Fifteen rand (R15) for each hour or part of an hour, excluding the first hour, that is reasonably required for such search and preparation.

**2.2 REPRODUCTION FEES**

	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) 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

### 3. REPRODUCTION FEES (Section 15(3), Regulation 7(1))

Reproduction fees are payable to the Technikon by every requester and personal requester for the reproduction of records that are automatically available, as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	0-60
(e) 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
(f) For a copy in a computer-readable form on –	
(i) stiffy disc	5-00
(ii) compact disc	40-00
(g) (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

### 4. DEPOSITS (Section 22(2))

Where a request for access to a record is received from a requester, other than a personal requester, and the information officer has caused the search to be made and is of the opinion that the preparation of the requested records would require more than the hours prescribed for this purpose (six hours), the information officer may require the requester to pay a deposit.

The deposit payable is an amount equal to one third of the access fee that would be payable if the request is granted.

If the request for access is refused, the deposit will be refunded to the requester.

### 5. POSTAGE (Section 22(7)(a))

The actual postage incurred is payable when a copy of a record must be posted to a requester or a personal requester.

### 6. INTERNAL APPEALS (Section 22(3)) (If policy allows)

Lodgement of the appeal must be accompanied by the request fee and/or a deposit, as the case may be.

# **TECHNIKON YA GAUTENG BOKONE**

**LOKWALO KAELO**

**LO LO TSHOTSENG**

**TSAMAISO LE DIKAELO KA GA PHITLHELELO YA  
TSHEDIMOSETSO**

**Lokwalo kaelo leno lo ka bonwa ka diteme tse di latelang tsa semmuso:  
(Setswana, Tshivenda le Seesimane)**

## **POLELO KA GA PONELOPELE LE MAIKAELELO**

Technikon ya Gauteng Bokone ke setheo sa thuto e e kwa godimo se se ineetseng go tsaya seabe mo tokafatsong ya badiri ka borutegi le lenaneo la yone le le rulagantsweng go ya ka topo mo sebakeng sa go ithutela technology, papatso, le dibaka tse ding tsa thutego tse di tsamaelanang ka kamano.

### **Maitlomo a ntlha a TNG ana le dintlha di le tlhano tse di tsamaelanang**

- Go tlamela lenaneo la maemo a a kwa godimo la diploma tsa bosetshaba le B-Tech mo dikarolong tse di tlhaotsweng tsa thuto.
- Go tokafatsa sebaka sa go ithuta mo legatong la masters ka go tllaola mo mafelong ao re nang le botswiriri jo bo kgethegileng le ditlhokego di itshupa.
- Go rebola sebaka se se bonolo sa go ithuta semmuso le e seng semmuso go barutwa ba ba farologaneng le badiredi ba setheo.
- Go tlhomamisa selekanyetso se se siameng le go ema nokeng ditlhotlhomiso tse di amanang le setshaba le tllabolola ya kgaolo go ya ka ditlhokego mo mererong ya dikamano, tiragatso le dithoto le go tlhaloganya tswaletso ya go ruta le go ithuta mo go tseneletseng.
- Go tllabolola thuto le tikologo ya ikonomi ya baagi ba ba mabapi ka le naneo la tirelo ya baagi le le golaganeng le karolo ya rona ya bokgoni.

Maitlomo a rona jaaka setheo sa thuto e e kwa godimo a akaretsa boineelo, dikgatllhegelo le dikgolagano mo mererong ya selegae, ya sedika ya bosetshaba le ya boditshaba. Le fa go ntse jalo jaaka Technikon e e kwa bokone le gone setheo sa rona se le kwa Soshanguwe gautshwane le Pretoria, maikarabelo a rona a kgethegileng ke go arabela ditlhokego le go tlamela baagi ba ba mabapi, sedika le karalo e kgolo e e kwa bokone ka sebaka sa go ithuta. Go dira jalo sa ntlha re tlhomamisa le go naya matseno go barutwana le baithuli ba ditswiriri go tswa mo baaging ba ba sa boneng thuso ya matlole le thuto go ba baakanyetsa go tsena mo ditheong tse dintsi.

Re batla go fitlhelela maitlomo ka mokgwa o o farologaneng wa TNG o o golaganyang setlhopa sa barutisi ba ditswiriri ba ba ineetseng tirelo ya

tshegetso e e lebanyeng ka badiredi ba porofeshenale, maano le tlamelo ka matlole tse di lebesitseng kwa go fitlheleleng maitlhommo, kitso e e tletseng, tikologo e e babalelang e e otlang eo mo yo gona badiredi le baithuti ba ka fitlhelelang nonofo ya bona ka botlalo.

Re lekanya phenyo ya rona ka kgolo ya baagi ba TNG e e anamang go feta bao ba nnang, ba ba ithutang le ba ba dirang mo dikagong tsa rona, go ya go makoko a a ikemetseng a a tshegetsang setheo ka motlole le balekane, le setlhopa se se golang sa baithuti ba ba maikaelelo ba TNG ba ba falotseng dithuto tse di kwa godimo ba ba nang le seabe se se kgethegileng mo boleng jwa rona mo setshabeng.



**DITENG**

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2. Thanolo	5-7
3. Karolo A: Dikaelo ka ga go fitlhelela tshedimosetso	8-16
4. Karolo B: Tsamaiso ka ga ditshupo tsa badiridi	17-18
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**DITLHOMAGANYO**

Tlhomaganyo 1: Foromo A (Topo ya go fillhelela tshedimosetso)

Tlhomaganyo 2: Foromo B (Kitsiso ka ga boikuelo jwa moteng)

Tlhomaganyo 3: Tuelo e e duelwang

- (a) Tuelo ya topo
- (b) Tuelo ya go tsena
- (c) Tuelo ya tlhagiso
- (d) Tuelo ya go tsenya
- (e) Tuelo ya poso
- (f) Tuelo ya boikuelo jwa moteng

**KETAPELE**

Karolo 32(1)(a) ya molao wa ditshiamelo tsa botho wa Afrika Borwa moteng ga molao-theo wa Afrika Borwa o naya motho mongwe le mongwe tshimelo ya go fitlhelela tshedimose tso. Molawana wa Promotion of Access to Information Act, 2000 (o o kaiwang fano jaaka molao) O diragatsa tshiamelo ya molao theo ya go fitlhelela tshedimose tso. Molao o ikeegile mo boleng jwa go nna mo phatlalatseng le maikarabelo.

Jaaka ditshiamelo tsotlhe tsa motheo tse di moteng ga lokwalo lwa ditshiamelo tsa botho, tshiamelo ya go fitlhaelela tshedimose tso ga e a itekanela. eka lekanyediwa go ya ka karolo 36 ya lokwalo lwa ditshiamelo go fitlhela selekanyetso se lebaneng le go siama, mo phuthegong e e bulegileng ya demokrasi, e e ikeegileng mo boleng jwa motheo jwa tlotlego, tekatekano le kgololesego.

Technikon e gatisitse tsamaiso eno go tihlola tshiamelo ya motho go bona phitlhelelo ya ditshupo, go sa kgathaletsege sebopego kgotsa maemo mo tsholong kgotsa mo tlase ga taolo ya Technikon. Go feta foo e tshotse mokgwa o o tshwanetseng go latelwa ke motho yo o eletsang go bona phitlhelelo ya tshedimose tso e e ntseng jalo, le tuelo e e duetwang.

**KAGO LE TIRO YA TECHNIKON****TECHNIKON YA GAUTENG BOKONE**

Aterese ya poso:	Private Bag X07, PRETORIA-NORTH, 0116
Aterese ya mmila:	<b>Main Campus, College Road, SOSHANUVE, 0152</b>
Aterese ya E-mail ya mosimegi wa setheo:	<b><u><a href="mailto:glenyai@tnt.ac.za">glenyai@tnt.ac.za</a></u></b>
Nomoro ya mogala:	<b>(012) 799-9240</b>
Nomoro ya fax:	<b>(012) 793-0975</b>

**DITHANOLO:**

Mafoko a a dirisiwang mo lokwalong leno ana le dithanolo tse di tshotsweng moteng ga molao, ntle le gore temana eo a dirisiwang mo go yone e ithoma ka mokgwa mongwe, le gore e akaretsa:

**“Materiale wa tekatekanyo”** O kaya tekatekanyo ya mogopolo o o baakantsweng bakeng sa maitlomo a go laola.

- (a) Tshwanelo le bokgoni jwa motho yo tekatekanyo kgotsa mogopolo o amanang nae.
  - (i) bakeng sa tiro kgotsa go tlhomiwa mo ofising.
  - (ii) bakeng sa tlhatloso mo tirong kgotsa ofisi kgotsa go tswelapele mo tirong kgotsa mo ofising.
  - (iii) bakeng sa go tloiswa mo tirong kgotsa ofisi.
  - (iv) kgotsa bakeng sa neelo ya go tswelatsa dithuto, tuelo, tshegetso ya madi a dithuto, tlotle kgotsa dithuso tse di tsamaelanang.
- (b) Gongwe tswelatsa ngwe le ngwe ya dithuto, tuelo, thuso ya matlole, tlotle kgotsa dithuso tse di tsamaelanang di tsweladiwe, difetolwe, di khutlisiwe kgotsa di ntshafadiwe.

**“Mosimegi wa Tshedimosetso”** go kaya Mogolo / Tlhogo, le Mothusa Mokanseliri jaaka Molaodi yo kwa setilhogong kgotsa motho yo o dirang jalo.

**“Tshedimosetso ya mongwe”** go raya tshedimosetso ka ga mongwe yo o itsegeng go akaretsa mme go sa lekanyediwe go.

- (a) Tshedimosetso e e amanang le losika bong, boimana, bosemorafe, lotso, mmala kamano ya bong, bogolo, maemo a pholo a mmele kgotsa tlhologanyo, maemo a pholo, bodumedi, maikutlo, setso, puo, le botsalo jwa mongwe.

- (b) Tshedimose tso e e amanang le thuto, pholo, botlodi kgotsa tiro mo nakong e e fetileng kgotsa tshedimose tso e e amanang le tsamaiso ya madi eo mongwe aneng a le mo go yone.
- (c) Nomoro ngwe le ngwe ya boitshupo, letshwao, kgotsa ngwe e e abetsweng mongwe.
- (d) Aterese, kgatiso ya menwana kgotsa mohuta wa madi wa mongwe.
- (e) Mogopolo wa mongwe, pono, kgatlhegelo ya mongwe ntle le mo e ka ne e le motho yo mongwe kgotsa tshwaelo ka ga neelo, neelo kgotsa tuelo e e yang go dirwa go motho mongwe.
- (f) Dikwalo tse di romelwang ke mongwe tseo kwantle ga pelaelo kgotsa go phuthololwa e leng tsa sepiri le boikanyego ka tlhago kgotsa dikwalo tse di ka senolang diteng tsa dikwalo tsa tshimologo.
- (g) Pono le mogopolo wa motho mongwe ka ga yo mongwe.
- (h) Pono kgotsa mogopolo wa motho mongwe ka ga tshisinyo ya neelo, kgotsa tuelo e e yang go direlwa mongwe, mme e sa akaretse leina la motho mongwe, mo go tlhagelelang pono kgotsa mogopolo wa yo mongwe le.
- (i) Leina la mongwe mo go tlhagelelang gore tshedimose tso e e amanang le mongwe kgotsa tshenolo ya leina ka bo yona e tla senola tshedimose tso ka ga mongwe.

**“Molopi”** go raya molopi yo o senkang go fitlhelela tshupo e e tshotseng tshedimose tso ka ga molopi.

**“Tshupo”** go raya tshedimose tso ngwe le ngwe e e kwadilweng go sa tseiwe tsia sebopego kgotsa lenaneo le le tshotsweng kgotsa le le mo tlase ga taolo ya Technikon le gore e tlhodilwe ke Technikon.

**“Moithuti”** go raya motho yo o ikwadisitseng mo lenaneong le ngwe mo teng ga Technikon kgotsa yo o mo gare ga nako ya dithuto yo o nang le tshiamelo ya go ntshafatsa ikwadiso.

**“Molao”** ke gore Promotion of Access to Information Act 2000.

**“Techniko”** ke gore Technikon ya Gauteng Bokone e e tihomamisitweng go ya ka karolo 20 ya malao wa thuto e e kwa godimo (Higher Education Act No 101 wa 1997)

**“Lekoko lwa boraro”** ke gore motho mongwe ntle le molopi kgotsa setheo sa setshaba.

**KAROLO A: DIKAELO KA GA PHITLHELELO YA TSHEDIMOSETSO****1. KETAPELE**

Mosimegi wa tshedimosetso wa Technikon ke Tlhogo le Motlatsa Mokanseliri. Molao o naya thata le go baya ditiro mo go Mosimegi wa Tshedimosetso

Baemedi ba mosimegi wa tshedimosetso ba tlhomilwe le thata e beilwe mo go bone go tlhomomisa gore go na le bokgoni jwa go dira gore tshedi mosetso e e tshotsweng ke Technikon e fitlhelelwa ka tshwanelo ke balopi ba tshedimosetso e e ntseng jalo. Baemedi ba Mosimegi wa tshedimosetso ba tla amogela ditopo tsa tshedimosetso mme ba tsee tshwetso go ya ka ketleetso ya molao le tsamaiso eno gore go siame kgotsa nya go neela molopi tshedimosetso.

Baemedi ba Mosimegi wa tsheimosetso ba Technikon ke bo:

**Tlhogo ya: Health & Social Science**

(Rre M S Mukhola)

Nomoro ya mogala: (012) 799 9455

Nomoro ya fax: (012) 793 2864

Tshupo ya tshiamelo ya tiro

**Tlhogo ya: Engineering**

(Rre I Tlhabadira – Acting)

Nomoro ya Mogala: (012) 799 9080

Nomoro ya fax: (012) 799 9223

Tshupo ya tshiamelo ya tiro

**Tlhogo ya: Commerce**

(Moh M Reynders)

Nomoro ya mogala: (012) 799 9011

Nomoro ya fax: (012) 799 9519

Tshupo ya tshiamelo ya tiro

**Tlhogo ya: Economic & Management  
Science**

(Rre A van Staden)

Nomoro ya mogala: (012) 799 9627

Nomoro ya fax: (012) 799 9639

Tshupo ya tshiamelo ya tiro

**Mokaedi wa matlotlo**

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Tshupo ya tshiamelo ya tiro

**Mokaedi wa dipatlisiso**

(Prof PDF Kok)

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Ditshupo tsa dipatlisiso

**Mokaedi wa Badiri**

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Ditshup Isa baithuli  
(Ditlhalhobo)



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Dithsupo tsa baithuti ba  
maloba**Mokaedi wa tshedimosetso le matlhale a dikgokagamo**

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Tsamaiso ya ditshupo tsa  
E-mail

## **KAROLO A: TSAMAIISO KAKARETSO LE DIKAELO TSA GO FITLHELELA**

### **1. KAKARETSO**

- 1.1 Technikon e tla tshegetsa feela tshedimosetso e e tsamaelanang le e e tlhokegang go fitlhelela maitlhomong a yone, le tshedimosetso e e letleletsweng kgotsa e e tlhokegang go ya ka molao go tshegediwa.
- 1.2 Technikon e tla sekaseka tshedimosetso e e e tshotseng nako le nako go tlhomamisa gore ditshupo tsotlhe tse di tshegeditsweng di siame, di a tsamaelana le gore di feletse.
- 1.3 Ke tiro ya Technikon go tlhomamisa tshireletso ya sephiri, boikanyego jwa papatso le tsamaiso e e siameng. Go diragatsa tiro e Technikon e tla tshola tshedimosetso yotlhe ya botho e ikanyegang le e e tsamaelanang le go tlhomamisa gore ga go tshedimosetso e e tla tsamaisiwang moteng kgotsa kwantle ga Technikon, ntle le gore motsamao o o le go ya ka ditlhokego tsa molao le tsamaiso eno.

### **2. DITIRO TSA MOSIMEGI WA TSHEDIMOSETSO**

- 2.1 Mosimegi wa tshemosetso o tla tlhomamisa baemedi ba mosimegi wa tshedimosetso le go baneela dithata tsa gagwe ka lokwalo.
- 2.2 Mosimegi wa Tshedimosetso o tla dira gore ene le baemedi ba mosimegi wa tshedimosetso ba bone katiso e e siameng go ba nonotsha go diragatsa maikarabelo a bone go ya ka molao.
- 2.3 Mosimegi wa Tshedimosetso o tla dira gore go rulagangwe lokwalo ka diteme tse tharo tsa semmuso tshedimosetso e e tsholwang mo teng e tla akaretsa mme ga e na e lekanyediwa go.

- (a) dintlha ka ga kopano ya mosimegi le baemedi ba tshedimosetso.

- (b) dintlha ka ga mokgwa wa go lopa phitlhelelo ya tshedimosetso.
- (c) tlhaloso ya mabaka ao Technikon e tshotseng ditshupo ka ona le dikgaolo tseo ditshupo di tshotsweng mo lebakeng lengwe le lengwe.
- (d) tshedimosetso e e bonwang ka gale eo motho a sa tlhokeng go lopa go e fitlhelela go ya ka molao.

2.4 Mosimegi wa tshedimosetso o tla dira gore go tsholwe ditshupo tsa gore ke ditopo tse kae.

- tsa phitlhelelo tse di amogetsweng.
- tsa phitlhelelo tse di rebotsweng ka botlalo kgotsa karolo.
- tsa boikuelo jwa moteng tse di dirilweng le gore di sweditse jang (Ela tlhoko tsamaiso ya boikuelo jwa moteng e ya itsehnikelwa)
- tse di dirwang kwa kgotla – tshekelo ka ntlha ya gore boikuelo jwa moteng ga setheo bo tsholotswe. (Ela tlhoko gore boikuelo jwa moteng bo etleeditse ke tsamaiso ya boikuelo jwa moteng le gore bo tshwanetse go dirisiwa ka botlalo pele molopi a ka dira topo kwa kgotla-tshekelo go sekasaka boikuelo joo)
- Makgetlo ao dinako di okeditsweng go ya ka fa go kailweng ka teng mo molaong.

3. DITIRO TSA BAEMEDI BA MOSIMEGI WA TSHEDIMOSETSO

3.1 Ka gangwe fa moemedi wa mosimegi wa tshedimosetso a amogela topo ya go fitlhelela tshupo e e rileng o tla tsea dikgato tsotlhe tse ditshwanetseng go boloka tshupo eo go fitlhela:

- (a) nako eo topo e rebolwa kgotsa e ganediwa.
- (b) nako ya go lopa boikuelo jwa moteng (Ela tlhoko tsamaiso ya boikuelo jwa moteng e a itsehnikelwa) topo ya kwa kgotlatshekelo kgotsa boikuelo kgatlhanong le tshwetso ka ga topo e fetile.
- (c) boikuelo jwa moteng (Ela tlhoko tswetso ya boikuelo jwa moteng e a itsehnikelwa) topo go ya kgotla-tshekelo kgotsa boikuelo kgatlhanong le tshwetso ka ga topo di laotswe gotlhelele.

- (d) fa moemedi wa mosimegi wa tshedimose tso a amogela topo ya go fitlhelela tshupo e e rileng o tla tsaya tshwetso moteng ga nako ya malatsi a masome a mararo a amogetse topo go rebola tshupo eo.
- (e) fa moemedi wa mosimegi wa tshedimose tso a palelwa go tsea tshwetso mo topong ya go fitlhelela tshedimose tso moteng ga malatsi a masome a mararo a amogetse topo eo gone e tlabe ele gore topo eo e ganeditse, mme molopi a ka dira topo ya boikuelo jwa moteng, kgatlhanong le go ganediwa go go ntseng jalo. (Ela tlhoko: fa tshweletso ya boikuelo jwa moteng e etleediwa ke Technikon)

#### 4. DITOPOTSA GO FITLHELELA TSHEDIMOSE TSO

- 4.1 Motho mongwe le mongwe a ka lopa le go itsisiwa gore a Technikon e tshotse ditshupo ka ene. Potsiso e e ntseng jalo e tshwanetse go dirwa ka lokwalo (kgotsa electronically) kwa go moemedi wa mosimegi wa tshedimose tso yo o tshwanetseng. Potsiso e e ntseng jalo e tshwanetse go patiwa ke tuelo e e tshwanetseng.
- 4.2 Motho mongwe le mongwe a ka lopa go sekaseka ditshupo tseo Technikon e di tshotseng ka ene.
- 4.3 Batho bao Technikon e tshotseng ditshupo ka bone ba na le tshiamelo ya go lopa tshiamiso ya dintlha, go lokisa diphoso kgotsa dintlha mo ditshupong tseo. Ditopo tseo di tshwanetse go dirwa ka lokwalo (kgotsa electronically) go moemedi wa mosimegi wa tshedimose tso yo o tshwanetseng fa go tlihokegang.
- 4.4 Motho mongwe le mongwe go akarediwa le lekoko la boraro ba ba lopang tshedimose tse e e tshotseng ke Technikon, ba ka lopa go fitlhelela tshedimose tso e e ntseng jalo. Topo e e ntseng jalo e tshwanetse e be e kwadilwe (kgotsa: electronically) mo teng ga foromo e e laotsweng go ya kwa go moemedi wa mosimegi wa tshedimose tso yo o tshwanetseng e patilwe ke tuelo e e tshwanetseng fa go tlihokegang.

- 4.5 Technikon ka moemedi wa mosimegi wa tshedimose tso wa yona e ka gana go rebola phitlhelelo ya tshupo efe kgotsa efe eo e lemogang e le ya sephiri kgotsa e ikanyegang go ya ka molao.
- 4.6 Technikon ka moemedi wa mosimegi wa tshedimose tso wa yona e ka gana go rebola phitlhelelo ya tshupo efe kgotsa efe eo go senolwa ga yona go ka bayang polokego ya botshelo kgotsa mmele kgotsa tihaloganyo ya mongwe mo kotsing.
5. TSELA YA GO LOPA GO FITLHELELO TSHEDIMOSE TSO
- 5.1 Topo ya go fitlhelela tshedimose tso e tshwanetse go lebisiwa kwa go moemedi wa mosimegi wa tshedimose tso yo o tshwanetseng mo foromong e e laotsweng, Foromo A: (Bona Tihomaganyo 1) Molopi o tshwanetse go neelana ka dintlha tsotlhe tsa tshupo eo a lopang go e fitlhelela.
- 5.2 Topo e e laotsweng, tuelo ya go tsena le tlhagiso le tuelo ya ntlha, fa ele gona, di tshwanetse go duelwa go moemedi wa mosimegi wa tshedimose tso ka nako eo go dirwang topo. (bona: Tihomaganyo 3)
- 5.3 Fa a amogela topo e patilwe ke tuelo e e tshwanetseng, moemedi wa mosimegi wa tshedimose tso o tshwanetse go dira tshwetso moteng ga malatsi a masome a moraro gore o rebola topo kgotsa nya.
- 5.4 Tshupo e tla tshegediwa go fitlhela molopi a duela madi a a tshwanetseng.
- 5.5 Fa molopi a sa kgotsahala ke tshwetso ya moemedi wa mosimegi wa tshedimose tso, molopi a ka dira boikuelo jwa moteng le Mosimegi wa Tshedimose tso (fa tsaimaiso e letla.)
6. TSELA YA GO DIRA BOIKUELO JWA MOTENG KE MOLOPI (Ela tlhoko: Boikuelo jwa moteng bo a itshenkelwa)

- 6.1 Moemedi wa mosimegi wa tshedimose tso o tshwanetse go itsise molopi gore a ka dira boikuelo kgatlhanong le tshwetso ya gagwe.
- 6.2 Topo ya boikuelo e tshwanetse go dirwa moteng ga malatsi a masome a marataro (60) morago ga tshwetso ya moemedi wa mosimegi wa tshedimose tso, mo foromong e e laetsweng Foromo B, (Bona Tlhomagany 2) e e bonwang mo go moemedi wa mosimegi wa tshedimose tso. Mosimegi wa Tshedimose tso o tshwanetse go letlelela ditopo tsa boikuelo tse di silweng ke nako go bona tsamaiso e e siameng.
- 6.3 Kgotle ya boikuelo e tshwanetse go kaya sentle tshwetso eo boikuelo bo dirwang kgatlhanong le yona, le dintlha tseo boikuelo jwa moteng bo ikeegileng mo go tsona.
- 6.4 Dituelo tse di tlhokegang go dirwa fa go dirwa boikuelo jwa moteng di tshwenetse go duelwa. (bona: Tlhomaganyo 3)
- 6.5 Mosimegi wa tshedimose tso o tshwanetse go tsaya tshwetso ka ga boikuelo jwa moteng moteng ga malatsi a le mosome a mararo a amogetse topo ya boikuelo, le go itsise kgotle ya boikuelo ka ga tshwetso eo. Kitsiso e tshwanetse go.
- (a) tlhalosa ka botlalo mabaka a tshwetso eo.
  - (b) mo mabakeng a ntseng jalo go seke ga umakwa ka diteng tsa tshupo.
  - (c) bolela gore kgotle ya boikuelo e tla dira topo kwa kgotlatshekelo kgatlhanong le tshwetso ya boikuelo jwa moteng mo malatsing a masome a marataro morago ga tshwetso e o.

## 7. TSELA YA GO DIRA BOIKUELO JWA MOTENG KE LEKOKO LA BORARO

- 7.1 Mosimegi wa tshedimose tso o tshwanetse go itsise lekoko la boraro kgotsa motho yo tshupo e amanang naye mo teng ga malatsi a masome a mararo a amogetse topo ya boikuelo jwa moteng go tswa go molopi.

7.2 Lekoko la boraro kgotsa motho yo tshupo e amanang nae a ka kwalela mosimegi wa tshedimosetso moteng ga malatsi a masome a mabedi le bongwe a amogetse ketsiso gore ke ka ntlha ya eng phitlhelelo e sa tshwanela go rebolwa kgotsa a kwala lokwalo lwa tumalano gore tshupo e senolelwe molopi.

7.3 Mosimegi wa tshedimosetso o tshwanetse ka bonako morago ga tshwetso ka ga boikuelo jwa moteng go neelana ka kitsiso ka ga tshwetso eo go lekoko la boraro le le amegang.

## 8. TOPO YA KWA KGOTLA-TSHEKELO

8.1 Molopi kgotsa lekoko la boraro go ya ka moo kgetsi e tla bo e ntse, le ka lopo kgotla-tshekelo go tsaya tshwetso kgatllhanong le tshwetso ya moemedi kgotsa mosimegi wa tshedimosetso morago ga tsamaiso ya boikuelo jwa moteng e weditswe.

8.2 Molopi kgotsa lekoko la boraro go ya ka moo kgetsi e tla bo ele kateng le ka lopa kgotla-tsheke moteng ga malatsi a masome a mararo (30) go bebofatsa tshwetso go ya ka karolo 82 ya molao.

## 9. MOLATO

Ke molato gore motho le fa ele mang go nyeletsa, go senya, go fitlha kgotsa go ferekanya ka tsieetso tshedimosetso e e tshotsweng ke Technikon ka maikaelelo o go ganetsa motho yo mongwe go fitlhelela tshedimosetso e e ntseng jala.



**KAROLO B: DITSHUPO TSA BADIRI**

1. Technikon e tla tshegetsa ditshupo mo badiring tse di tshotseng tshedimosetso ka ga mongwe le mongwe go fitlhela mo go tlhokegang le mo go tshwanetseng maitlomo a semmuso a Technikon.
2. Technikon e tla tlotla sephiri sa badiri ba yona. Go tlhomanisa seno, Technikon ga e na e senelo tshedimosetso ya botho eo e e tshotseng ka ga mongwe go lekoko la boraro, ntle le fa tshenolo eo.
  - (a) e senola seshupo ka ga tlolo molao
  - (b) kgotsa e senola seshupo ka ga kotsi e e tlhomameng e e tla diragalela tshireletso ya setshaba kgotso tikologo.
  - (c) le fa kgatlhego ya setshaba motshenolong ya tshupo e gaisa tshenyo e e ka diragalelang modiri.
3. Le fa go ntse jalo mo kgaolong ya 2 fa godimo tshedimosetso ka ga mongwe e tshwanetse go senolwa fa.
  - 3.1 Modiri yo amegang a dumalane.
  - 3.2 Modiri yoo a itsisitswe pele ga tshedimosetso eo e ntshiwa gore mofuta oo wa tshedimosetso ga ona kgotsa oka senolelwa setshaba.
  - 3.3 Tshedimosetso e e ntseng jalo e setse e senoletswe setshaba.
  - 3.4 Tshedimosetso e e lopiwang e le ka ga mongwe yo o tlhokafetseng, le gone molopi a amana ka madi le moswi, kgotsa go na le tumalano e e kwadilweng go tswa go mongwe yoo o amanong le moswi ka madi.
  - 3.5 Tshedimosetso e amana le maemo kgotsa ditiro tsa modiri, go akaretsa mme e sa lekanyediwa, mo goreng motho yoo ke kgotsa ene ele mosimegi kgotso modiredi wa Technikon; beomo, addrese ya mo tirong, nomoro ya mogala le dintlha tse dingwe tse di tshwanang, kemo, lenaneo la tuelo le maikarabelo, maemo a a tshotsweng kgotsa tiro e e dirilweng ke modiri yoo kgotsa, leina la mongwe mo tshupong eo a e baakantseng mo tsamaong ya nako ya ga gwe jaaka modiri.

4. Modiri o na le tshiamelo ya go botsa le go itsesiwa gore a Technikon e tshegetsa tshupo ka ga gagwe le gore a tshupo e e ntseng jalo e ka tlhatlhabiwa. Le fa go ntse jalo se se mo tlase ga tshiamelo ya Technikon ya go ganela ka tshupo e e tshotseng tshedimose tso e e ikanyegang.
5. Modiri o na le tshiamelo ya go siamisa dintlha, go lokisa diphoso, kgotsa go oketsa dintlha mo teng ga tshupo e e tshotsweng ka ga gagwe ke Technikon.
6. Topo ya go fitlhelela tshupo ya modiri e ka ganelwa fa e bontsha go tlhoka maikaelelo kgotsa e kgopisa, kgotsa tiro e e tswelletsang topo e ka faposa di diriswa tsa Technikon go feta ka mo go akantsweng.
7. Motho mongwe le mongwe yo o lopang tshedimose tso e e tshotsweng ke Technikon ka ga modiri, o tshwanetse go dira topo e e ntseng jalo mo foromong e e laotsweng Foromo A e patilwe ke tuelo e e tshwaneteng. Topo e tshwanetse go dirwa go moemedi wa mosimegi wa tshedimose tso yo o tshwanetseng yoo mo lebakeng le e leng mokaedi wa badiri.

**KAROLO C: TSAMAIISO YA DITSHUPO TSA BAITHUTI**

1. Technikon e tla tshegetsisa tshedimosetso ka ga moithuti go fitlhela mo go tlhokegang le mo go siametseng Technikon.
2. Technikon e tla tlotla sepiro le ikanyego ya baithuti: Go tihomamisa seno, Technikon ga ena e rebola tshedimosetso epe e e e tshotseng ka ga moithuti ntle le gore tshedimosetso e e netseng jalo.
  - (a) e senola seshupo sa tlolo molao kgotsa
  - (b) e senola seshupo ka ga kotsi e e mashwe e e tla diragalela polokego ya setshaba kgotsa tikologo le
  - (c) fa kgatlhegelo ya setshaba e gaisa tshenyo e e ka diragalelang moithuti.
3. Le fa go ntse jalo mo kgaolong ya 2 fa godimo, tshedimosetso ka ga moithuti e tshwanetse go senoloa fa:
  - 3.1 moithuti a dumalane le go senolwa.
  - 3.2 moithuti a itsesitswe pele ga tshedimosetso e e ntseng jalo ka ga gagwe e rebolwa gore tshedimosetso e ke karolo ya tshedimosetso e e ka rebolelwang setshaba.
  - 3.3 tshedimosetso e e ntseng jalo e se tse e reboletswe setshaba.
  - 3.4 tshedimosetso e e lopiwang ele ka ga moithuti yo o tlhokafetseng mme molopi amana le moithuti yo o tlhokafetseng ka madi, kgotsa go rebotse tumalano e e kwadilweng ke mongwe wa losika.
4. Moithuti o na le tshiamelo ya go botsa le go itsesiwa gore a Technikon e tshegeditse ditshupo ka ga gagwe, le gore a ditshupo tseo di ka tlhatlhabiwa. Le fa go ntse jalo se se mo tiase ga tshiamelo ya Technikon go ganana go senola tshupo efe kgotsa efe e e tshotseng tshedimosetso e e ekanyegang.

5. Moithuti ona le tshiamelo ya go lopa tshiamiso ya dintlha, kgotsa go lokisa diphoso moteng ga ditshupo tse di tshotweng ke Technikon.
6. Maina, aterese le makwalo a bokgoni a baithuti di ka rebolelwa lekoko la boraro le le lopang tshedimosetso e e ntseng jalo feela fa:
  - (a) lekoko la boraro le lopa tshedimosetso e e ntseng jalo le le mo maemong a lona jaaka mothapi wa moithuti le.
  - (b) fa Technikon e tlamega ka fa molaong go senola tshedimosetso e e ntseng jalo.
7. Jaaka maemo a ikwadiso, moithuti o tla rebola tetla e e kwadilweng bakeng sa go senolwa ga tshedimosetso e e tshwanetseng ka ga gagwe go mothapi wa gagwe kgotsa go bao ba tshepegang ba e ka nnang bathapi mo nakong e e tlang.
8. Ke feela tshedimosetso e e tshwanetseng ka ga moithuti e e tla rebolelwa badiredi kgotsa makgotla a Technikon, le fa tshedimosetso e e ntseng jalo e lopelwa mabaka a semmusa a Technikon.
9. Topo ya go fithelala tshupo ya moithuti e ka ganelwa, fa e bonala e se na maikaelelo kgotsa e kgopisa kgotsa tiro e e tswelletsang topo e ka faposa di diriswa tsa Technikon thata le go feta ka moo go akantsweng ka teng.
10. Motho mongwe le mongwe yo o lopang tshedimosetso e e tshotsweng ke Technikon ka ga moithuti o tshwanetse go dira topo e e ntseng jalo mo foromong e e laotsweng, e patilwe ke tuelo e e tshwanetseng fa go tlhokega. Topo e tshwanetse ya dirwa go moemedi wa mosimegi wa tshedimosetso yo o tshwanetseng yoo mo lobakeng lo e leng Tlhogo ya Baithuti kgotsa Mokaedi wa Quality Assurance and Examinations.

**KAROLO D: DITSHUPO KA GA BATHUTI BA MALOBA**

1. Teknikon e tshola tshedimosetso ka ga bathuti ba maloba feela fa go tlhokegang le fa go tshwanetseng mabaka a semmuso a Teknikon.
2. Teknikon e tla tlotla sepi sa bathuti ba maloba. Go tlhomamisa seno ga go tshedimosetso ka ga mongwe e e tla senolwa, ntle le fa go senolwa go go ntseng jalo.
  - (a) go senola seshupo sa tlolo molao.
  - (b) go senola seshupo sa kotsi e e maswe e e tla diragalela polokego ya setshaba kgotsa tikologo le.
  - (c) fa kgatlhegelo ya setshaba go senola tshedimosetso e e ntseng jalo e gaisa tshenyo e e ka diragalelang moithuti wa maloba.
3. Le fa go ntse jalo go ya ka kgaolo ya 2 fa godimo, tshedimosetso ka ga mongwe wa bathuti ba maloba e tshwanetse go senolwa fa:
  - 3.1 moithuti wa maloba a dumalana le go senolwa.
  - 3.2 moithuti wa maloba a itsesitswe pele ga tshedimosetso e e ntseng jalo ka ga gagwe e rebolwa ke Teknikon gore tshedimosetso eo ke karolo ya tshedimosetso e e ka rebolelwang setshaba.
  - 3.3 tshedimosetso e e ntseng jalo e setse senoletswe setshaba.
  - 3.4 tshedimosetso e e lopiwang ele ka ga moithuti wa malobo yo o tlhokafetseng le gore molopi ke mongwe wa losika, kgotsa go rebotswe tumalono e e kwadilweng ke mongwe wa losika.
4. Bathuti ba maloba ba na le tshiamelo ya go botsa le go itsesiwa gore a Teknikon e tshegeditse ditshupo ka ga bone, le gore a ditshupo tseo di ka tlhatlhabiwa. Le fa go ntse jalo se se mo tlase ga tshiamelo ya Teknikon ya go gana go senola tshupo ngwe le ngwe e e tshotseng tshedimosetso e e sa tshwanelang go senolwa.

5. Baithuti ba maloba ba ma le tshiamelo ya go lopa gore go dirwe ditukiso mo dintlheng kgotsa go lokiswe diphoso mo ditshupong tse di tshotsweng ke Technikon.
6. Maina, diaterese le makwalo a bokgoni a baithuti ba maloba di ka rebolelwa lekoko la boraro le le lopang tshedimosetso e e ntseng jalo fa:
  - (a) lekoko la boraro le lopa tshedimosetso e e ntseng jalo le le mo maemong jaaka mothapi wa ka moso.
  - (b) Technikon e tlamega go ya ka fa molaong go semola tshedimosetso e e ntseng jalo.
7. Ke feela tshedimosetso e e tshwanetseng ya mongwe wa baithuti ba maloba e e tla rebolelwa badiredi kgotsa makgotla a Technikon le fa tshedimosetso e e ntseng jalo e lopelwa mabaka a semmuso a Technikon.
8. Topo ya go fitlhelela ditshupo tsa baithuti ba maloba e ka ganelwa fa e bonala e sena maikaelelo kgotsa e kgopisa kgotsa tiro e e tswetsang topo e ka faposa di diriswa tsa Technikon thata go fela ka moo go akantsweng.
9. Lekoko le ngwe le ngwe le le lopang tshedimosetso ka baithuti ba maloba e e tshotsweng ke Technikon le tshwanetse go dira topo e e ntseng jalo mo foromong e e laotsweng e patilwe ke tuelo e e tshwanetseng. Topo e tshwanetseng go dirwa kwa go moemedi wa mosimegi wa tshedimosetso yo o tshwanetseng mo lobakeng lo ke makaedi wa Merero ya Setshaba le Papatso.

**KAROLO E: TSAMAIISO KA GA DITSUPO TSA LEKOKO LA BORARO**

1. Moemedi wa mosimegi wa tshedimosetso o tshwanetse go ganela topo ya tshupo ya lekoko la boraro fa tshenolo e ka nna tlolo ya tshwanelo ya boikanyego go lekoko la boraro go ya ka tumalano. Le fa go ntse jalo topo e e ntseng jalo e ka se ganelwe fa.
  - (a) tshupo e se tse e reboletswe setshaba.
  - (b) kgotsa lekoko la boraro le dumalane le go senolwa.
2. Moemedi wa mosimegi wa tshedimosetso a ka ganela go fitlhelela tshupo e e.
  - (a) tshotseng diphiri tsa papatso tsa lekoko la boraro.
  - (b) tshotseng tshedimosetso ka ga matlole, papatso, matlhale le ya botegeeniki; eo go senolwa go ka bakang ditshenyegelo go lekoko la boraro.
  - (c) eketeng e ka baya lekoko la boraro mo maamong a bokowa mo ditherisanong kgotsa mo tumalonong.
  - (d) eketeng e ka direla lekoko la boraro tshenyo mo dikgaisanong tsa papatso.
3. Le fa go ntse jalo mo kgaolong ya 2 fa godimo go ka nna ga se gonelwe ka tshupo fa tshedimosetso e.
  - (a) setse e reboletswe setshaba.
  - (b) fa lekoko la bararo le dumalane le go senolwa.
  - (c) fa e le ka ga dipholo tsa diteko tsa tikologo kgotsa dipatlisiso dingwe mme go senolwa go ka bipolola kotsi e e maswe ya tshireletso ya setshaba kgotsa tikologo.
4. Moemedi wa mosimegi wa tshedimosetso a ka ganela go fitlhelelwa ga tshupo e e abilweng ke lekoko laboraro fa:

- (a) ekete e tla baka tshenyo mo go abeng ga tshedimosetso e e tshwanang le eo kgotsa tshedimosetso e e tswang motsweding oo le
  - (b) fa go le mo kgatlhegolong ya setshaba gore tshedimosetso e e tshwanang le eo kgotsa tshedimosetso go tswa mo motsweding ona oo e tswellele go abiwa.
5. Le fa go ntse jalo mo kgaolong ya 4 fa godimo, go ka se ganelwe ka tshupo fa:
- (a) e setse e reboletswe setshaba.
  - (b) lekoko la boraro le dumalane le go senolwa.
6. Motho mongwe le mongwe yo o lopang tshedimosetso e e tshotsweng ke Technikon ka ga lekoko la boraro, o tshwanetse go dira topo e e ntseng jalo mo foromong ya topo e e laotsweng, e patilwe ke tuelo e e tshwanetseng. Topo e tshwanetse go lebisiwa kwa go moemedi wa mosimegi wa tshedimosetso yoo o tshwanetseng, mo lobakeng lo ke mokaedi wa matlotlo.



**KAROLO F: TSAMAIISO KA GA DITSHUPO TSA MATLOTLO LE PAPATSO**

1. Go fithelela ditshupo ka ga matlotlo le papatso go ka ganelwa fa:
  - (a) di tshotse diphiri tsa papatso ya mmuso kgotsa Technikon.
  - (b) di tshotse tshedimosetso ka ga matlotlo, papatso le matlhale kgotsa tshedimosetso ya setegeniki; eo go senolwa ga yona go ka bakang tshenyo mo dikgatlhegelong tsa papatso kgotsa matlotlo a mmuso kgotsa Technikon.
  - (c) di tshotse tshedimosetso eo go senolwa ga yone go bayang Technikon mo maemong a a bokowa mo ditumalanong kgotsa dipuisanong dingwe kgotsa e ka direla Technikon tshenyo mo dikgaisanong tsa papatso.
  - (d) e le lenaneo la computer jaaka le kailwe moteng ga karolo 1(1) ya copyright Act 98 wa 1978 mme e tshotswe ke Technikon.
2. Le fa go ntse jalo mo kgaolong e e fa godimo, tshupo ka ga papatso le motlotlo e ka se ganelwe go senolwa fa e tshotse tshedimosetso e:
  - (a) e se tseng e senoletswe setshaba.
  - (b) e ka ga lekoko lengwe le le dumalaneng le go senolwa ka lokwalo.
  - (c) e ka ga dipholo tsa dithoto dingwe kgotsa diteko tsa tikologo tse di dirilweng ke kgotsa mo boemong jwa Technikon le gore go senolwa go tla senola kotsi e e maswe kgatlhanong le polokgego ya setshaba kgotsa tikologo.
3. Topo ya go fitlhelela tshupo ka ga matlotlo kgotsa papatso e e tshotsweng ke Technikon e ka ganelwa fa topo e bonala e le bosilo kgotsa e kgopisa kgotsa tiro e e tswelletsang topo e bonala ekele e tla faposa didiriswa tsa Technikon thata go feta ka moo go ka akangwa ka teng.
4. Topo ya go fitlhelela tshupo ka ga matlotlo kgotsa papatso e tshwanetse go senolwa fa:

- (a) e senola seshupo sa tlolo molao
  - (b) e senola seshupo sa kotsi e e tlogang e diragalela polokego ya setshaba kgotsa tikologo.
  - (c) ga kgatlhegelo ya setshaba mo go senolweng ga tshedimosetso e gaisa tshenyo e e ka diragalelang molopi.
5. Motho mongwe le mongwe yo o lopang tshedimosetso ka ga matlotlo kgotsa papatso, o tshwanetse go dira topo e e ntseng jalo mo foromong e e laotsweng kwa go moemedi wa mosimegi wa tshedimosetso yo mo lobakeng lo eleng Mokaedi wa matlotlo.

**KAROLO G: TSAMAIISO KA GA DITSHUPO TSA DITIRO**

1. Ditopo tsa ditshupo tse di amanang le tebego ya ditiro tsa Technikon di ka ganelwa fa:
  - (a) di tshotse mogopolo, kgakololo, polelo kgotsa kgakololo e e bonweng kgotsa e e baakantsweng ke Technikon.
  - (b) tshupo e le ka ntlha ya dikgakololano, dikganetsanyo, kgotsa megopolo e e diragetseng ka maitlhommo a go bopa tsamaiso kgotsa go tsaya tshwetso go dirisa thata, tiro kgotsa tshwanelo e molao o e beileng mo godimo ga Technikon.
  - (c) go senolwa ga tshupo go bonala jaaka go solofetswe go ka kgoreletsa tsamaiso ya dikakanyo mo teng ga Technikon, kgotsa dipakeng tsa Technikon le makoko a setshaba ka go kgoreletsa dipusano ka ga mogopolo, kgakololo, polelo, kgotsa go kgoreletsa tsamaiso ya dikgakololano, dikganetsano le mogopolo.
  - (d) go senolwa ga tsamaiso go tla be go le phakela mo go ka nnang le ditlamorago tse di ka kgoreletsang tswelelopele ya tsamaiso.
  - (e) go senolwa go ka baya go diragatsa diteko, ditlathlombo kgotsa tsamaiso ya go runa kgotsa mokgwa o o dirisiwang ke Technikon.
  - (f) tsupo e tshotse materiale wa tekatekanyo oo go senolwa ga one e ka nnang tlolo ya tshepiso e e boletsweng kgotsa e e akantsweng e e dirilweng go motho yo o abileng materiale gore materiale kgotsa setshwano sa motho yo o abileng materiale di tla tsholwa mo sephiring.
  - (g) tshupo e tshotse diketapele, tiragatso kgotsa dikgatso dingwe tsa ntlha tsa mosimegi wa Technikon.
2. Le fa gontse jalo mo kgaolong ya 1 fa godimo tshupo ya tiro ga ena e ganelwa fa e nnile teng dingwaga dile 20 pele topo e dirwa.
3. Topo ya go fitlhelela tsupo ka ga tiro e tshwanetse go senolwa fa.
  - (a) e senola seshupo sa tlolo mlao.

- (b) e senola seshupo sa kotsi e e tla diragalela polokego ya setshaba kgotsa tikologo.
  - (c) kgatlhegelo ya setshaba bakeng sa go senolwa ga tshedimosetso e gaisa tshenyegelo e e ka diragalelang molopi.
4. Topo ya go fitlhelela tshupo ka ga tiro e ka ganelwa fa topo e bonala e se na maikaelelo kgotsa e rumolana kgotsa tiro e e tsweletsang topo e tla faposa didiriswa tsa Technikon thata.
5. Motho mongwe le mongwe yo o lopang tshupo ka ga tiro, o tshwanetse go dira topo e e netseng jalo mo foromong e e laotseng, kwa go mosimegi wa tshedimosetso yo tla e romela go moemedi wa mosimegi wa tshedimosetso yo tshwanetsang.

**KAROLO H: TSHUPO YA THULAGANYO YA DITLHOTLHOMISO LE GO  
ITHUTA DILO LE METSWEDI.**

1. Go fitlhelela ditshupo tse di tshotseng tshedimosetso ka ga thulaganyo ya ditlhotlhomiso le go ithuta dilo le metswedi tse di dirwang kgotsa tse di tla dirwa mo boemong jwa lekoko la boraro e tla ganelwa fa go senolwa ekele go tla senola.
  - (a) lekoko la boraro
  - (b) motho yo o tla dirang thulaganyo ya ditlhotlhomiso mo boemong jwa lekoko la boraro kgotsa
  - (c) dintlha tsa ditlhotlhomiso
2. Go fitlhelela ditshupo tse di tshotseng tshedimosetso ka ga ditlhotlhomiso tse di dirwang kgotsa tse di tla dirwa mo boemong jwa Technikon go ka ganelwa fa go senolwa ekele go tla senola.
  - (a) Technikon
  - (b) motho yo o dirang kgotsa yo o tla dirang ditlhotlhomiso mo boemong jwa Technikon
  - (c) dintlha tsa ditlhotlhomiso le go di baya mo maemong a a bokowa
3. Topo ya go fitlhelela ditshupo tsa ditlhotlhomiso e ka ganelwa fa e bonala e se na maikaelelo kgotsa e rumolana kgotsa tiro e e tswelatsang topo e tla faposa di diriswa tsa Technikon thata go fela ka moo go akantsweng.
4. Le fa go ntse jalo mo kgaolong 1 le 2 fa godimo topo ya go fitlhelela ditshupo tsa ditlhotlhomiso e tshwanetse go senolwa fa:
  - (a) e senola seshupo sa tlolo molao
  - (b) e senola seshupo sa kotsi e e maswe e e tla diragalela setshaba kgotsa tikologo
  - (c) kgatlhegelo ya setshaba bakeng sa go senolwa e gaisa ditshenyegelo tse di ka diragalelang molopi

5. Motho mongwe le mongwe yo lopang tshedimosetso ya ditshupo tsa tsamaiso ya ditlhotlhomiso o tshwanetse go dira topo e e ntseng jalo mo foromong e e laotsweng, kwa go moemedi wa mosimegi wa tshedimosetso yoo mo lobakeng lo e leng mokaedi wa ditlholthomiso.

**KAROLO I: TSAMAISO YA DITSHUPO TSA E-MAIL**

1. Di-computer ke di diriswa tsa Technikon tse di ikaeletsweng go dirisediwa ditiro tsa semmuso le merero ya ditlhotlhomiso, tiriso ka badiri le baithuti mo mererong ya bone e tshwanetse go nna e e kwa tlase.
2. Tshedimosetso e e bolokilweng moteng ga di diriswa tsa di-computer ke tshupo e e tshotsweng kgotsa e e mo tlase ga taolo ya Technikon.
3. Ga go modiri kgotsa moithuti wa Technikon yoo o tla lebelelang gore tshedimosetso e e bolokilweng mo teng ga di-computer tsa Technikon e tla nna sephiri ntle le fa molao o tlhagisa jalo.
4. Technikon e rotloetsa tiriso ya poso ya electronic le gore e tlotla diphiri tsa badirisi le gore ga ena e tlhatlhoba e lebedisisa, kgotsa e senola poso ya electronic ntle le tumalano ya modirisi. Le gale Technikon e ka tlhatlhoba, ya lebedisisa kgotsa ya senola poso ya electronic e e rometsweng ke modirisi pele ga kitso ya modirisi fa e belaela gore:
  - (a) sediriswa sa poso ya electronic se dirisiwa botlhaswa
  - (b) Sediriswa sa poso ya electronic se dirisediwa maitlhomong a a seng ka fa molaong kgotsa maitlhomong a a sa siameng.
5. Badirisi ba di-computer tsa Technikon ga ba letlelelwe go batlisisa, go dirisa kgotsa go senola tshedimosetso e e kgethegileng kgotsa ka ga mongwe e e bolokilweng moteng ga di-computer tsa Technikon ntle le fa e rebotswe ke Technikon
6. Motho mongwe le mongwe yoo o lopang tshedimosetso ya tsamaiso ya poso ya electronic o tshwanetse go dira topo e e ntseng jalo mo foromong e e laotsweng kwa go moemedi wa mosimegi wa tshedimosetso yoo o tshwanetseng yoo mo lobakeng lo e leng mokaedi wa tshedimosetso le dikgokagano.

**KAROLO J: TSHEDIMOSETSO E E BONWANG KA GALE**

Tshedimosetso e e latelang e bonwa ka gale ntle le gore motho a lope go e fitlhelela go ya ka molao, le gore e bonwa mo website ya Technikon.

1. Dintlha tsa go kopana le mosimegi wa tshedimosetso le baemedi ba mosimegi wa tshedimosetso.
2. Dituelo tsa go tsena le tlhagiso tse di duelwang ke molopi.
3. Dintlha tse di amanang le ditiro tsa tlhogo ya Technikon.
4. Dintlha tsa kgokagano ya semmuso tsa kgaolo tsa lekgotla la Technikon.
5. Dintlha tsa kgokagano ya semmuso tsa kgaolo tsa senate ya Technikon.
6. Dintlha tsa kgokagano ya semmuso tsa morektoro wa Technikon.
7. Dintlha tsa kgokagano ya semmuso tsa baithuti ba Technikon.
8. Dintlha tsa kgokagno ya semmuso tsa foramo ya setheo.
9. Palo, semorafe le bong tsa badiri ba Technikon le mephato.
10. Dituelo tsa badiri ba Technikon.
11. Bonnye jwa thutego jo bo tlhokegang bakeng sa go thapiwa ga badiri ba baswa.
12. Bonnye jwa thutego tsa matseno mo ikwadisong mo mananeong a a farologaneng a a abiwang ke Technikon.
13. Palo, semorafe le bong tsa baithuti mo lefapheng lengwe le lengwa la Technikon.
14. Tsamaiso ya Technikon ya thuso ya matlole e e abelwang baithuti.
15. Popego ya dituelo tsa mananeo a dithuto a Technikon.
16. Tsamaiso ya dituelo tsa bonno le botseno tsa Technikon.
17. Maina le borutegi jwa baithuti botlhe ba maloba ba Technikon.
18. Tsweletso le melao ya kgalemo ya Technikon.
19. Tsweletso ya dingongorego ya Technikon.
20. Leano la tekatekano ya bothapi la Technikon
21. Leano la botwiriri la mo lefelong la tiro la Technikon.
22. Polelo ya tekatekano ya bothapi ya Technikon.
23. Tshedimosetso ngwe le ngwe eo e tlhokegang gore Technikon e e neele go tlathlobiwa go ya ka molao.



**TLHOMAGANYO****FOROMO A****TOPO YA GO FITLHELELA TSHUPO YA LEKGOTLA LA SETSHABA**

**(KAROLO 18(1) Promotion of Access to Information Act 2000 (Act No. 20/2000))**

**(TAOLO 2)****GA TIRISO YA SEMMUSO**

Nomoro ya kaelo .....

Topo e amogetswe ke ..... (bolela boemo, leina le sefane tsa Mosimegi / Moemedi wa mosimegi wa tshedimosetso) ka di ..... (letlha) mo ..... (lefelo.)

Tuelo ya topo (fa ele gone) R .....

Tuelo ya ntlha (fa ele gone) R .....

Tuelo ya go tsena R .....

PEA MONWANA YA MOSIMEGI  
WA TSHEDIMOSETSO / MOEMEDI  
WA MOSIMEDI WA TSHEDIMOSETSO

## A. Dintlha ka ga lekgotla la setshaba

Mosimegi wa tshedimosetso / Moemedi wa Mosimegi wa tshedimosetso

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## B. Dintlha tsa motho yoo a lopang go fillhetela tshupa

- (a) Dintlha tsa motho yoo a lopang go fitlhelela tshupo di kwalwe fa tlase.
- (b) Neelana ka aterese kgotsa nomoro ya fax ya moteng ga naga eo tshedimosetso e tshwanetseng go romelwa kwa go yone.
- (c) Seshupo sa maemo ao topo e dirwang mo go ona e tshwaragangwe fa ele gone.

Maina ka botlalo le sefane: \_\_\_\_\_

Nomoro itshupo: \_\_\_\_\_

Aterese ya poso: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_

Nomoro ya mogala: \_\_\_\_\_ Aterese ya E-mail \_\_\_\_\_

\_\_\_\_\_

Maemo ao topo e dirwang mo go one fa e dirwa mo boemong jwa motho yo  
mongwe \_\_\_\_\_

C. Dintlha tsa motho yo topo e dirwang mo boemong jwa gagwe.

Karolo e e tladiwe feela fa topo e dirwa mo boemong jwa motho yo mongwe.

Maina ka botlalo le sefane: \_\_\_\_\_

\_\_\_\_\_

Nomoro itshupo \_\_\_\_\_

D. Dintlha tsa tshupo

- (a) Neelana ka dintlha ka botlalo tshupo eo go lopiwang go e fitlhelela go tsenyeletsa le nomoro kaelo fa o e itsege dira gore tshupo e bonwe.
- (b) Fa sebaka se sa lekane tswelela mo tsebeng e e kwa thoko mme o e gokele mo foromong eno. Molopi a saene tsebe tsotlhe tse di okeditsweng.

1. Tlhalosa tshupo kgotsa karolo e e siameng ya tshupo. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Nomoro kaelo fa ele gone \_\_\_\_\_

3. Dintlha dingwe tsa tshupo \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## E. Dituelo

- (a) Topo ya go fitlhelela tshupo ntle le tshupo e e tshotseng tshedimosetso ka ga gago e tla tswelediwa feela fa madi a topo a duetswe.
- (b) O tla itsisiwa gore o duela bokae jaaka tuelo ya topo.
- (c) Tuelo e ikeegile mo sebopegong seo botseno bo lopiwang le nako e e tlhokegang go senka le go baakanya tshupo.

Mabaka a dirang gore o seka wa duela: \_\_\_\_\_

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## F. Sebopego sa go fitlhelela tshupo

Fa o retelwa ke go buisa, go bona kgotsa go utlwa tsupo ka ntlha ya bokowa e le sebopego sa matseno se se neelwang fa kgaolong 1 – 4 fa tlase, tlhalosa bokowa jwa gago le gore ke ka sebopego sefe tshupo e lopiwang.

Bokoa _____ _____ _____ _____	Sebopego seo tshupo e lopiwang ka sona _____ _____ _____ _____
--	--

Tshwayo letlole le le siameng ka: X

Dintlha – Kgolo:

- (a) Go kaya sebopego seo matseno a lopiwang ka sone go ikeegile mo sebopegong seo tshupo e bonwang ka sone.
- (b) Sebopego seo matseno a lopiwang ka sone se ka ganelwa mo ditiragalong dingwe. Mme mo maemong a a ntseng jalo o tla itsesiwa fa e le gore matseno a tla rebolwa ka sebopego se sengwe.
- (c) Tuelo ya go fitlhelela tshupo fa e le gone e tla laolwa ka fa ntlheng e ngwe ke sebopego seo tshupo e lopiwang ka sone.

1. Sekao sa tshupo			tlhatlhobo ya tshupo	
2. Fa tshupo e tshotse ditshwantso tse di bonalang. (se akaretsa ditshwantsho, di-slides, dikgatiso tsa video ditshwantsho tse di dirwang ka computer le dikwalakwatso ji)				
lebelela ditshwantsho			sekao sa dil-shwantsho	
			dikao tsa ditshwantsho tse di kwadilweng	
3. Fa tshupo e tshotse mafoko kgotsa tshedimosetso e e ka boela ya tlhagisiwa ka modumo.				
reetsa motlhala wa modumo (audio cassette)			sekao se se kwadilweng sa motlhala wa modumo. (lokwalo lo lo kwadilweng kgotsa lo lo gatisitsweng)	

4. Fa tshupo e tshotswe mo teng ga computer kgotsa electronic kgotsa motshine ka sebopego se se buisegang.

Sekao se se gatisitsweng sa tshupo	Sekao se se gatisitsweng sa tshedimosetso e e tswang mo tshupong	Sekao ka sebopego se se buisegang sa computer. (stiffy or compact disc)
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Fa o lopa sekao kgotsa sekao se se kwadilweng sa tshupo (fa godimo) a o eletsa sekao kgotsa sekao se se kwadilweng se romelwa kwa go wena ka poso.

(Poso e ya duelwa)

Ee

Nya

Tlhokomela, gore fa tshupo e se teng ka loleme lo o lo ratang bogolo go fitlhelela go tla rebolwa ka loleme lo tshupo e ka bonwang ka lona.

O rata gore tshupo e nne ka loleme lefe leo o lo ratang bogolo: \_\_\_\_\_

G. Kitsiso ka ga tshwetso bakeng sa topo ya matseno.

O tla itsesiwa ka lokwalo gore a topo ya gago e amogetswe kgotsa nya. Fa o eletsa go itsesiwe ka se, ka mokgwa mongwe tlhalosa mokgwa o be o neelane ka dintlha tswetswe gore retle re kgone go diragotsa topo ya gago.

O rata fa re ka go itsise jang kaga tshwetso bakeng sa topo ya gago ya go fitlhelela tshupo \_\_\_\_\_

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\_\_\_\_\_

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E saennwe fa \_\_\_\_\_ ka tsatsi la \_\_\_\_\_  
kgwedi \_\_\_\_\_ 20.

**FOROMO B****TOPO YA GO FITLHELELA TSHUPO YA MOKGATLHO WA PORAEFETE.**

**(Karolo 53(1) ya Promotion of Access to information Act 2000 (Act 2 of 2000))**

**(Taolo 4)****A. Dintlha tsa mokgatlho wa poraefete**

- (a) Dintlha tsa motho yoo a lopang go fitlhelela tshupo di tshwanetse go kwalwa fa tlase.
- (b) Neelana ka aterese le nomoro ya fax moteng ga naga eo tshedimosetso e tshwenetseng go romelwa go yona.
- (c) Seshupo sa maemo ao topo e dirwang mo go ona fa se batlega se gokelelwe mo foromong eno.

Maina ka botlalo le sefane: \_\_\_\_\_

\_\_\_\_\_

Nomoro itshupo \_\_\_\_\_

Aterese ya poso \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Nomoro ya fax \_\_\_\_\_ Nomoro ya

mogala \_\_\_\_\_ Aterese ya E-Mail \_\_\_\_\_



Maemo ao topo e dirwang mo go one fa e dirwa mo boemong jwa motho yo mongwe. \_\_\_\_\_

C. Dintlha tsa motho yoo topo e dirwang mo boemong jwa gagwe.

Karolo e e tladiwe feela fa topo ya tshedimosetso e dirwa mo boemong jwa motho yo mongwe.

Maina ka botlalo le sefane \_\_\_\_\_

Nomoro itshupo \_\_\_\_\_

D. Dintlha tsa tshupo

- (a) Neela dintlha ka botlalo tsa tshupo eo go lopiwang go e filhelela go akaretsa le nmoro kaelo fa e itsege go thusa gore tshupo e bonwe.
- (b) Fa sebaka se se e baakangeditsweng se sa lekane tswelela mo tsebeng e e kwa thoko o bo o e gokelela mo foromong eno.
- (c) Molopi a saene tsebe tsotlhe tsedi oketsang.

1. Tlhaloso ya tshupo kgotsa ntlha e e siameng ya tshupo \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Nomoro kaelo fa ele gone \_\_\_\_\_

3. Dintlha dingwe tsa tshupo \_\_\_\_\_

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E. Dituelo

- (a) Topo ya go fitlhela tshupo, kwantle ga tshupo e e tshotseng tshedimosetso ka ga gago e tla tswelediwa feela morago ga tuelo ya topo e dirilwe.
- (b) O tla itsesiwa gore tuelo e e tlhokegang go duelwa jaaka tuelo ya topo ke bokae.
- (c) Tuelo ya go fitlhelela tshupo e ikeegile mo sebopegong sa matseno a a lopiwang le nako e e tlhokegang go senka le go baakanya tshupo.
- (d) Fa o nonofetse go sa duele, tihalosa mabaka a gona tswetswe.

Mabaka a go nteelwa kwantle mo go dueleng: \_\_\_\_\_

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F. Foromo ya go fillhelela tshupo

Fa o retelelwa ke go buisa, go bona kgotsa go reetsa tshupo ka ntlha ya bokoa jaaka go kailwe fa kgaolong 1 – 4 fa tlase tlhalosa bokoa jwa gago o be o kaye gore ke tshupo efe eo o e lopang.

Bokoa _____ _____ _____ _____	Sebopego se tshupo e lopiwa mo go sone. _____ _____ _____ _____
--	--

Tshwaya letlole le le siameng ka: "X"

Dintlha kgolo.

- Go kaya sebopego seo matseno a lopiwang ka sone go ikeegile mo sebopegong seo tshupo e bonwang ka sone.
- Sebopego seo matseno a lopiwang ka sone se ka ganelwa mo ditiragalong tse dingwe. Mo maemong ano o tla itsesiwa fa motseno a tla rebolwa ka sebopego se sengwe.
- Tuelo ya go fitlhelela tshupo fa ele gone, e tla laolwa ke sebopego seo mo ntlheng e ngwe topo e dirwang ka sone.

1. Fa tshupo e kwadilwe kgotsa e galisitswe.

2. Fa tshupo e tshotse ditshwantsho tse di bonwang (tse di akaretsa ditshwantsho, di-slides, di kgatiso tsa video, ditshwantsho tse di dirwang ka computer le dikwalakwatso jj)

	lebelela ditshwantsho		Sekao sa ditshwantsho		Sekao sa ditshwantsho se se kwadilweng	
--	-----------------------	--	-----------------------	--	--	--

3. Fa tshupo e tshotse mafoko a a kwadilweng kgotsa tshedimosetso e e ka tlhagisiwang ka modumo.

reetsa motlhala wa modumo  (audio cassette)	motlhala wa modumo wa sekao se se  kwadilweng  (lokwalo lo lo kwadilweng kgotsa lo lo gatisitsweng)
---	--

4. Fa tshupo e tshotswe mo teng ga computer, electronic kgotsa motshine ka sebopego se se buisegang.

sekao se se kwadilweng sa tshupo	sekao se se gati- sitsweng sa tshedi- mosetso e bonwang mo tshupong	sekao ka sebo- pego se se bui- segang sa com- puter
-------------------------------------	--	--

Fa o lopa sekao kgotsa sekao se se kwadilweng sa tshupo fa godimo a o  
eletsa sekao kgotsa sekao se se kwadilweng se romelwa kwa go wena.  
(Poso e a duelwa:)

Ee

Nya

**G. Dintlha tsa tshiamelo e e ka dirisiwang kgotsa polokego**

Fa sebaka se se kailweng se sa lekane tswelela mo tsebeng e e kwa thoko o bo o e gokela mo foromong molopi a saene tsebe tsotlhe tsa koketso.

1. Kaya gore ke tshiamelo efe e e tla dirisiwa kgotsa polokego \_\_\_\_\_

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2. Tlhalosa gore ke ka ntlha ya eng tshupo e e lopiwang e tlhoka go dirisiwa ga tshiamelo kgotsa polokego e e boletsweng pejana \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- H. Kitsiso ya tshwetso kaga go lopiwa ga matseno.

O tla itsesiwa ka lokwalo gore topo ya gago e amogetswe kana nya. Fa o rata go itsesiwa ka yona ka mokgwa mongwe, tlhalosa dintlha tswetswe bo o neele dintlha tse di tlhokegang gore thusa go diragatsa topo ya gago.

O rata o ka itsisewa jang tshwetso kaga topo ya gago ya go fitlhelela tshupo

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E saenwe fa \_\_\_\_\_ ka tsatsi la \_\_\_\_\_

kgwedi \_\_\_\_\_ 20.

\_\_\_\_\_  
PEO MONWANA MOLOPI / MOTHO  
YO MO BOEMONG JWA GAGWE  
TOPO E DIRWAG

**TLHOMAGANYO 2****FOROMO C****KITSISO YA BOIKUELO JWA MOTENG**

**Karolo 75 ya Promotion of Access to Information Act 2000 (Act No 2 of 2000)**

**(Taolo 6)**

Tlhalosa nomoro kaelo ya  
gago \_\_\_\_\_

ELATLHOKO. Motho yo o dirang boikuelo jwa moteng o tshwanela go duela madi a boikuelo. Fa boikuelo bo duelelwa, tshwetso ya boikuelo jwa moteng e ka nna ya diegisiwa go fitlhela tuelo e amogelwa.

A. Dintlha tsa mokgatlho wa setshaba.

Mosimegi wa tshedimosetso / Moemedi wa mosimegi wa tshedimosetso.

\_\_\_\_\_  
\_\_\_\_\_

B. Dintlha tsa molopi / lekoko la boraro le le dirang boikuelo jwa moteng.

(a) Dintlha tsa motho yo o dirang boikuelo jwa moteng di tshwanetse go kwalwa fa tlase.

- (b) Seshupo sa maemo ao boikuelo bo dirwang mo go sone fa se le gone se gokelwe mona.
- (c) Fa moikuedi ele lekoko la boraro e se motho yo o lopang tshedimosetso dintlha tsa molopi di tshwanetse go tthalosiwa fa tlase mo go c.

Maina ka botlalo le sefane: \_\_\_\_\_

Nomoro itshupo: \_\_\_\_\_

Aterese ya poso \_\_\_\_\_

\_\_\_\_\_ Nomoro ya fax: \_\_\_\_\_

Nomoro ya mogala \_\_\_\_\_ Aterese ya E-mail \_\_\_\_\_

Maemo ao bokuelo jwa moteng bo dirwang mo boemong jwa motho yo mongwe

\_\_\_\_\_  
\_\_\_\_\_

C. Dintlha tsa molopi

Karolo e e tshwanetse go tladiwa feela fa lekoko la boraro (eseng olopi) le dira boikuelo jwa moteng.

Maina ka botlalo le sefane \_\_\_\_\_

Nomoro itshupo \_\_\_\_\_

D. Tshwetso eo boikuelo jwa moteng bo dirwang kgatlhanong nayo.

Tshwetso eo boikuelo jwa moteng bo dirwang kgatlhanong nayo.	
	Kganelo ya topo ya matseno.
	Tshwetso kaga tuelo e e laotsweng go ya ka karolo 22 ya molao.
	Tshwetso kaga katoloso ya sebaka seo topo e tshwanetseng ya dirafadiwa go ya ka karolo 26(1) ya molao.
	Tshwetso go ya ka karolo 29(3) ya molao go ganela matseno ka sebopego seo molopi a se lopileng.

E. Motheo wa boikuelo

Fa sebaka se se abilweng se sa lekane tswela motsebeng e e kwa thoko tswetswe o bo o e gokela mo foromong. O tshwanetse go saena tsebe tsotlhe tse di okeditseng.

Tlhalosa motheo o o boikuelo jwa moteng bo tlhomilweng mo go ona \_\_\_\_\_

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Tlhalosa tshedimosetso ngwe e e tshwanetseng e e ka dirang gore boikuelo bo tse we tsia \_\_\_\_\_

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## F. Kitsiso ya tshwetso mo boikuelong

O tla itsiwa ka lokwalo ka ga tshwetso mo boikuelong jwa gago jwa moteng. Fa orata go itsisiwa ka jona ka mokawa mongwe, tlhalosa mokgwa le gona o neelane ka dintlha tse di tlhokegang go thusa gore re kgone go diragatsa topo ya gago.

Tlhalosa mokgwa \_\_\_\_\_

Dintlha tsa mokgwa \_\_\_\_\_

E sannewe fa: \_\_\_\_\_ ka tsatsi la \_\_\_\_\_

kgwedi \_\_\_\_\_ 20.

\_\_\_\_\_  
PEO MONWANA YA MOIKUEDI

**GA TIRISO YA LEFAPHA****TSHUPO YA SEMMUSO YA BOIKUELO JWA MOTENG**

Bokuelo bo amogetswe ka di \_\_\_\_\_ letlha: ke \_\_\_\_\_

\_\_\_\_\_ tthalosa kemo  
leina le sefane tsa mosimegi wa tshedimose tso le moemedi wa mosimegi wa  
tshedimose tso.

Boikuelo bo patilwe ke mabaka a tshwetso ya mosimegi wa tshedimose tso /  
moemedi wa mosimegi wa tshedimose tso mo go kgonegang dintlha tsa lekoko  
lengwe le lengwe la boraro leo ditshupo di neelwang ko go lona ke mosimegi wa  
tshedimose tso / moemedi wa mosimegi wa tshedimose tso ka di \_\_\_\_\_  
(letlha) kwa taolong e e siameng.

**DIPHOLO TSA BOIKUELO**

Tshwetso ya mosimegi wa tshedimose tso / moemedi wa mosimegi wa  
tshedimose tso e tshomamisitswe / e emetswe ke tshwetso e ntshwa

Tshwetso e ntshwa \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LETLHA**

\_\_\_\_\_

**TAOLO E E SIAMENG**

Letlha la kamogelo ka mosimegi wa tshedimosetso / moemedi wa mosimegi wa  
tshedimosetso go tswa kwa taolong e e siameng \_\_\_\_\_

\_\_\_\_\_

**TLHOMAGANYO 3****DITUELO:**

Dituelo di dirwa go ya ka karolo 15 le 22 ya Promotion of Access to Information Act 2000 e buisiwa gongwe le molawana o o boletsweng tlasa karolo 22 ya molao.

Tshupo e tla ganelwa go fitlhela tuele e e laetsweng e dirwa.

**1. TUELO YA TOPO (KARELO 22(1) MOLAWANA 7 (3))**

Tuelo ya topo e e duelwang Technikon ke molopi mongwe le mongwe, ntle le molopi ka sebele ke R35,00.

**2. TUELO YA MATSENO (KAROLO 22(1) MOLAWANA 7 (3))**

Teulo ya go tsena e e duelwang Technikon ke molopi mongwe le mongwe le molopi ka sebele go phuruphutsa, go baakanya le go tlhagisa ditshupo ka fa go latelang:

**2.1 PHURUPHUTSO LE PAAKANYO YA TSHUPO GO TLHAGISIWA**

Go deulwa diranta di le lesome le botlhano (R15) ka ura kgotsa bo ntlha nngwe jwa ura kwantle ga ura ya ntlha eo e leng yona e e tlhokegang go dira dipatlisiso le dipaakanyo.

**2.2 DITUELO TSA TLHAGISO**

- (a) Sekao sengwe le sengwe sa tsebe ya A4 kgotsa karolo ya yone ke R0,60.
- (b) Sekao sengwe le sengwe se se gatisitsweng sa tsebe ya A4 kgotsa karolo ke. R0,40.
- (c) Sekao se se mo sebopegong se se balegang moteng

ga computer moteng ga.

- |      |   |        |
|------|---|--------|
| (i)  | Stiffy disc   | R5,00  |
| (ii) | Compact disc  | R40,00 |
| (d)  | (i) Sekao se se kwadilweng sa ditshwantsho<br>tse di bonalang sa tsebe ya A4 kgotsa karolo ke | R22,00 |
|      | (ii) Sekao sa ditshwantsho tse di bonwang ke  | R60,00 |
| (e)  | (i) Sekao se se kwadilweng sa modumo sa tsebe ya<br>A4 kgotsa karolo ke                       | R12,00 |
|      | (ii) Sekao sa tshupo ya modumo ke   | R17,00 |

# **THEKHINIKHONI YA NORTHERN GAUTENG**

## **BUGU YO FARAHO ZWITEVHELAKHO**

**MIHUMBULO NA U SUMBEDZELA KHA U WANA KANA  
U DZHENELELA KHA VHUTANZI KANA U VHA NA  
VHUTANZI**

**Bugu ino I wanalea nga nyambo dzi tevhelaho dzine dza vha  
hone mulayoni**

**(Setswana, Tshivenda, English)**

**LUVHONELA PHANDA NA MUSHUMO UNE WA TEWA U ITWA**

Thekhnikhoni ya northern Gauteng ndi tshikolo tsha nthu tsho di imiselaho u thusa na u fhata human resources nga vhuimo ha vhumatshelo na mimakethe i elanaho na phurogireme ya thekhnolodzhi, khomese na zwinwe zwino kwamana na zwenezwo.

**Mushumo muhulwane wa TNG**

- U nea diploma ya vhukuma na phurogireme ya thekhnolodzhi, khomese na zwinwe zwino kwamana na zwenezwo.
- U e ngedza tshifhinga na tshiimo tsha masitasi yo nangiwo hune ha dovha ha vha na ndivho ha dovha ha vha na thodea ya u sumbedzela.
- U nea tshifhinga tshavhudi tsha u guda kha u ita zwithu ngau tevhela zwe zwa vheiswa zwone na zwi songo teaho u tevhelwa.
- U fhata zwithu zwine zwa konadzea na u fhirisa dzi project dzo nangiwo uri thoduluso ya zwishumiswa i vhe yo dowealeho kha lushaka na kha thodea ya redzhinala mvelaphanda na kha thoduluso ine ya a toda maitele a u pfesesa ha u guda na u funza.
- U engedza pfunzo na tshiimo tsha ikhonomi kha u thusa lushaka nga u vha sumbedzela nga zwithu zwino vha shumela henefho shangoni lenelo.

Mushumo muhulwane wa tshikolo tsha u guda kha redzhinala na henefha na nnda (mashango) ndi u diimisela u takalela na u divhadza, na henefha Afurika Tshipembe kha thekhnikhoni ya north ine khamphasi yashu i wanalea Soshanguwe tsini na Pretoria, ra dovha hafhu ra vha na vhudi imiseli kha thodea dza vhathu ro katela u nea vhathu pfunzo na u bvisela khagala uri ri nea vhagudiswa vhane vha vha na vhukoni.

Ri dovha ra vhona uri muhumbulo muhulwane ndi wa uri TNG ivhe na zwigwada zwa vhathu / matshudeni vho funzeaho vhane vha dovha vha vha na vhathusi vha no divha vhane vha shumisa, zwishumiswa zwa tshizwino hu tshi itelwa uri huvhe na hune muthu a divha uri uya ngafhi na uri mutshudeni na vhathusi vha kone uvhona thodea dzavho.

## 3

Ri kala pfunzo yashu nga kuhulele kwa vathu vhare TNG ine ya engedza vhane vha vha hone na u engedza ndivho kha vhagudiswa vhare na digiri vhane vha kona u dzhenelela kha zwa tshikolo tshashu.



**MARANGAPHANDA**

	<b>Tsebe</b>
1. Marangaphanda	4
2. Thalutshedzo	6-10
3. Khethekanyo A: Kusumbedzele kwa u wana	12-15
4. Khethekanyo B: Rikhodo ya ndayo tewa yavha	16-17
5. Khethekanyo C: Rikhodo ya ndayo tewa ya matshudeni	18-19
6. Khethekanyo D: Rikhodo ya ndayo tewa ya	20-21
7. Khethekanyo E: Rikhodo ya ndayo tewa ya luta lwa vhuraru	22-23
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**LUTA**

- Luta 1: Fomo A (Request for access to information)
- Luta 2: Fomo B (Notice of internal appeal)
- Luta 3: Fees payable
- (a) Tshelede Khumbelwa
  - (b) Tshelede ya mbadelaphanda
  - (c) Tshelede ya vhubveledzi
  - (d) Diphosithi
  - (e) Tsha u rumela
  - (f) Tsengululo ya ngomu

**MARANGAPHANDA**

Khethekanyo 32(1)(a) ya Afurika tshipembe u badela tshelede yo teaho mulayo tewa wa afurika tshipembe l fha muthu munwe na munwe ndugelo dzau wana vhutanzi. U hulisiwa ha thendelo ya vhutanzi Act, 2000 vhufha ndugelo ya uri muthu a wane vhutanzi.

Na kha dzinwe dzi ndugelo dzine dzavha hone kha mbadelo ya tshelede na ndugelo dzau wana vhutanzi; dzivha dzi songo fhelela dzi nga di fhungudzwa nga khethekanyo 36 ya ndugelo dza mbadelo hu u itela u engedza thodea dzo no pfala.

Thekhinikhoni l dovha hafhu ya vha na ndayo tewa hu u itela u talutshedza ndugelo dza muthu uri muthu a kone u dzhenelela kha dzi rikhodo dza fomo na vhukati kha tshiimo tsha u laula thekhinikhoni zwiitwa zwino fanela u tevhedzwa nga muthu ane a toda vhutanzi nga ha tshelede ine ya tewa ubadeliwa.

**VHUVHA NA THALUTSHEDZO YA THEKHINIKHONI****THEKHINIKHONI YA NORTHERN GAUTENG**

Adiresi ya poso:	Private Bag X07, PRETORIA-NORTH, 0116
Adiresi ya tshitarata:	<b>Main Campus, College Road, SOSHANUVE, 0152</b>
Adiresi ya E-mail:	<b><u><a href="mailto:glenyai@tnt.ac.za">glenyai@tnt.ac.za</a></u></b>
Nomboro dza lutingo:	<b>(012) 799-9240</b>
Nomboro ya fekisi:	<b>(012) 793-0975</b>

**THALUTSHEDZO:**

Maipfi O shomiswa kha kubugu hokwu na thalutshedzo yo farwaho nga ACT, nga nda ha mafhungo ane avha na:

**“zwishumiswa zwa khumbulelo”** Zwi amba u humbulela kana u dilugisela mushumo wo humbulelwaho.

- (a) Zwidodombedzwa zwo teaho muthu kana vhudipfi ha muthu ho teaho.
  - (i) zwa mushumo kana zwa tshifhinga tsho vhewaho hofisini.
  - (ii) u huliswa mushumoni.
  - (iii) u ntshiwa ha mushumo.
  - (iv) u newa tshikolashiphu, awadi, basari, khuliso, kana zwino yelana na zwenezwo.
- (b) Naho tshikolashiphu, awadi, basari, khuliso, na zwino yelana na zwenezwo zwi tea u iswa phanda zwi khakhululiwe, zwi thuthiwe, dovholoswe.

Vhutanzi ha muthu-vhutanzi hau sumbedzela muthu zwitevhelaho

- (a) Vhutanzi vhuno kwama vhukoni, mbeu, u dihwala, u malwa kana u sa malwa, dzingu, lushaka, kana minwaha muvhala na vhubvo, mbeu, mutakalo vhuvha, vuhole udivha zwo khakheaho na zwisongo khakheaho, lutendo, vhupo, luambo, na mbebo ya muthu.
- (b) Vhutanzi vhuno yelana na zwa pfunzo kanan zwa mutakalo, vhugevhenga kana mafhungo a kale a zwa mushumo wa muthu onoyo kana vhutanzi vhu no yelana na mabammbiri a zwa tshelede ine muthu onoyo a vha a tshi wela khazwo.
- (c) Nomboro inwe na inwe ino sumbedzela simbolo kana zwinwe zwishumiswa zwino yelana na honoyo muthu.
- (d) Adiresi, mitalo ya zwandani, lushaka lwa malofha.

- (e) Zwine muthu a humbulisa zwone, kuvhonele kwa zwithu, ndila ine muthu a funisa zwithu ngayo nga nda ha hune vha vha hone nga ha munwe muthu kana nga khumbelo yau wina pfufho.
- (f) Khoresipondentsi yo rumelwaho nga muthu ine ya vha zwenezwo kana tshithu tsho nangwaho tsha honoyo muthu tshino do bviselwa khagala lunwalo lwa vhukuma.
- (g) Kuvhonele kwa zwithu na kuhumbulele kwa munwe muthu nga muthu honoyo.
- (h) Kuvhonele na kuhumbulele kwa khumbelo fhedzi hu songo vhaliwa madzina a honoyo muthu hune havha na khumbelo na kuhumbulele kwa vhanwe vhatu.
- (i) Dzina la muthu hune havha na vhutanzi ha muthu honoyo vhuno yelana na muthu honoyo kana hune havha nau bvisela khagala ha lone dzina, hu do dovha hafhu havha nau bvisela khagala ha lone dzina, hu do dovha hu dovha hafhu havha nau bvisela vhutanzi khagalaha hahonoyo muthu.

**“Khumbelo ya muthu”** zwi amba uri muhumbeli ane a khou toda vhutanzi ha rikhodo yo faraho vhutanzi ha muthu o itaho khumbelo.

**“Rikhodo”** Uri vhutanzi ho vhwaho vhuno kwama fomo kana vhukati kha tshiimo kana nga fhasi ha u laya ha thekhinikhoni zwo tea kana usa tea musi ho vhumbeba nga thekhinikhoni.

**“Mutshudeni”** muthu o redzhisitaraho heneho thekhinikhoni.

**“Act”** u huliswa ha u wana vhutanzi act 2000 Thekhinikhoni Northern Gauteng yo vhumbeba sa Thekhinikhoni nga khethekanyo 20 ya pfunzo ya nth: act 101 of 1997.

**“Thekhinikhoni”** zwi amba Thekhinikhoni ya Devhula ha Gauteng, yo thomiwaho sa thekhinikhoni zwi tshi ya nga tshitenwa tsha mulayo wa vhu 20 wa Pfunzo ya Ntha ya 101 ya nwaba wa 1997.

**“Tshigwada tsha vhuraru”** zwi amba muthu munwe na munwe nga nda ha muhumbeli kana tshiimiswa tsha phabuliki.

**KHETHEKANYO A: KUSUMBEDZELE KWA U WANA VHUTANZI****1. MARANGAPHANDA**

Muthu ane avha a tshi khou shuma kha u sumbedza vhutanzi ndi thoho na muimeli wa vhuthogwa Muthu o imelaho munwe anea vha muimeli wa vhuthogwa o nangiwo na u fhiwa maanda u itela uri huvhe na zwishumiswa zwo teaho, zwi ita uri huvhe na vhutanzi vhu bvaho kha thekhinikhoni nau swikela na ho teaho, na u konadzea ha vha humbeli vha honoho vhutanzi, muimeli wa vhutanzi u do tangedza khumbelo ya vhutanzi a kona u vhona uri u ita mini hu u itela uri u newa ha mulayo uno bva phalamenndeni na mihumbulo mihulwane hu u itela u fhiwa kana u sa fhiwa vhutanzi ho humbelwaho.

Vhahulwane vha u nea vhutanzi

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na khoro ya ndatiso na u  
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Imaili



**KHETHEKANYO A: MIHUMBULO NA U SUMBEDZELA THENDELO YA VHUTA NZI****1. Zwire ngomu zwothe.**

1.1 Thekhnikhoni i tea u nea vhutanzi ha ngoho, ho tende lwaho nga vha mulayo.

1.2 Thekhnikhoni i do sedza vhutanzi hothe ha faela.

1.3 Thekhnikhoni i na mushumo wa u tsireledza vhunde me ha faela.

**2. Mushumo wa moufisiri wa vhutanzi.**

2.1 Muofisiri u tea u nanga muhulwane, a sumbedze maanda nga ndila ya u nwala.

2.2 Muofisiri u tea u gudisa vhafhasi hawe mushumo u ya nga nadayo tewa.

2.3 Muofisiri u tea u bvisa bugu dzino wanala kha nyambo tharu dzi re mulayoni. Vhutanzi vhu tea u katela zwitevhelaho.

- a) Nombora dza lutingo dza vhutanzi
- b) Zwidodombedzwa zwa khumbelo ya thendelo
- c) Tshivhumbeo tsha rikhodo yo hwalaho vhutanzi
- d) Vhutanzi ho sokou wanalaho hu si nga munwe muthu

**2.4 Moufisiri u tea u ita uri rikhodo i vhewe kha:**

- khumbelo yo tangedzwaho
- khumbelo yo badelwaho
- khumbelo i songo tangedzwaho
- mapfanwa a milayo ya zwa nnda
- lunwalo lwa khothe lwo imelaho khumbelo

- tshifhinga tsho shumiswaho kha mulayo
3. Mishume wa Muofisiri muhulwane wa vhutanzi.
    - 3.1 Arali muhulwane a tshi nga tangedza khumbelo ya rikhodo yo farwaho nga Thekhnikhoni, u tea u dzhie la nzhele zwitevhelaho u swikela:
      - a) Khumbelo i tshi tangedziwa kana ya hanwa
      - b) Aphili i tshi fhelelwa nga tshifhinga
      - c) Mvelelo dza u fhedza dza Aphili
    - 3.2 Musi muofisiri o tangedza khumbelo ya rikhodo.
    - 3.3 Musi muofisiri a tshi kundelwa u nea mapfanwa a thendelo ya vhutanzi hu saathu u fhela maduvha a furaru.
  4. Khumbelo ya thendelo ya vhutanzi.
    - 4.1 Muthu munwe na munwe a nga ita khumbelo zwi sa yi nga uri Thekhnikhoni i na dzirikhodo dza hone, khumbelo dzi tea u fhelekedzwa na tshelede yo teaho.
    - 4.2 Muthu u a humbela u sedza rikhodo.
    - 4.3 Mutu u a tea u ita ndulamiso ina u dzhenisa zwi no khou tahela kha rikhodo.
    - 4.4 Muthu munwe na munwe, ho katelwa murado wa vhuraru u a tendelwa u ita khumbelo nga lunwalo kha Muhulwane.
    - 4.5 Muofisiri wa vhutanzi, u ya nga ha Thekhnikhoni a nga hana thendelo ya rikhodo ine ya vha ya muthu ene mune u ya nga mulayo.

- 4.6 Muhulwane wa muofisiri a nga hana khumbelo ya faele ine ya nga vha khombo kha vhutshilo ha vhanwe vhatu.
5. \_\_\_Ndila yo teaho ya khumbelo ya vhumanzi.
- 5.1 Khumbelo i tea u itwa kha muofisiri. Muhumbeli u tea u nea zwidodombedzwa zwothe zwa rikhodo ya khumbelo.
- 5.2 Khumbelo yo teaho, thendelo, nzwalelo na tshelede ino tea u bviswa u thoma i tea u badelwa kha muhulwane wa muofisiri.
- 5.3 Kha khumbelo yo tangedzwaho ine ya vha na tshelede, muofisiri u tou humbula ene mune uri yo tendelwa kana a yongo tendelwa.
- 5.4 Rikhodo i do farwa u swika tshelede ya khumbelo i tshi bviswa.
- 5.5 Arali muhumbeli a songo fushea nga mapfanwa, u tea u humbela mulayo wa zwa nda kha muofisiri wa vhumanzi.
6. Ndila yo teaho ya zwo mulayo wa nda nga muhumbeli (Aphili ya zwa nda ndi ya ndeme)
- 6.1 Muofisiri u tea u divhadza muhumbeli nga ha tshelede ino bviswa u thoma ya mapfanwa.
- 6.2 Lunwalo lwa aphili lu tea u dzula maduvha a furathi kha muhulwane wa vhumanzi. Muofisiri u tea u tangedza tshelede ya Aphili yo lengaho nga tshiitisi tshi pfalaho.
- 6.3 Muhumbeli wa aphili u tea u sumbedza mapfanwa a milayo ya zwa nda yo vhwaho.
- 6.4 Tshelede yo teaho i a badelwa musi hu tshi itwa khumbelo ya mulayo wa nda.

6.5 Muofisiri u tea u humbula na u nea mapfanwa muhumbeli wa Aphili. Mafhungo a tea u vha nga tshivhumbeo tshitevhelaho.

- a) Kha vha sumbedze thikhedzo dza mapfanwa.
- b) Mbambedzo ya rikhodo.
- c) Kha vha ri vhudze nga lunwalo lwa khothe kha mapfanwa a nulayo wa zwa nda.

7. Ndila yo teaho ya uita mulayo wa zwa nda nga murado wa vhuraru.

7.1 Muofisiri wa vhutanzi, u tea u tangedza Aphili ya zwa nda i no bva kha muhumbeli i a divhadze murado wa vhuraru uri dzirikhodo ndi dza nnyi, hu saathu u fhela maduvha a furaru.

7.2 Hu saathu u fhela maduvha a fumbili nthihi muofisiri u tea u nwala khumbelo ya thendelo ya rikhodo.

7.3 Muofisiri u tea u nea murado wa vhuraru mapfanwa a aphili ya zwa nda.

8. Lunwalo lwa khothe lwa khumbelo.

8.2 Muhumbeli kana murado wa vhuraru, sa mulandu, u tea u nwalele khothe hu saathu u fhela maduvha a furaru u ya nga mulayo wa khethekanyo 82.

9. U pfukha mulayo / mulandu

U tshinyadza, u lata na u xedza vhutala ha vhutanzi ho farwaho nga thekhinikhoni ndi u pfuka mulayo.

**KHETHEKANYO B: RIKHODO YA VHATHU**

1. Thekhnikhoni, ido vhea rikhodo ya vhathu, ine ya vha na vhutanzi ha ngoho ha muthu ene mune.
2. Thekhnikhoni i do thonifha vhutanzi vhunwe na vhunwe uri vhu sa divhiwe nga murado wa vhuraru, nga nndani ha musi.
  - a) zwo bviselwa khagala nga vha mulayo
  - b) zwo bviselwa khagala nga vha tsireledzo ya phabuliki na vha mupo
  - c) dzinzwalelo dza phabuliki dzine dza nga ita tshivhalo kha murado wa vhathu
3. Kha phara ya vhuvhili afho nthu, vhutanzi ha muthu ene mune wa murado wa vhathu vhu tea u bviswa arali:
  - 3.1 Murado wa vhathu wo di dzhenisa khazwo.
  - 3.2 Murado wa vhathu wo divhadzwa, musi vhutanzi ha muthu ene mune vhu saathu u newa, u ita uru vhutanzi vhu wanale kha ufho murole.
  - 3.3 Vhutanzi ho no vha hone kha phabuliki.
  - 3.4 Vhutanzi ho humbelwaho ha ha mufu, muhumbeli u tea u vha Shaka la mufu.
  - 3.5 Vhutanzi ha rikhodo ya vhathu vhu tea u itwa nga vhashumi vha Thekhnikhoni malugana na tshiimo na mishumo ya mirado ya phosenele. Adiresi ya mushumo na nomboro dza lutingo dza mushumoni na tshikalo tsha muholo, mushumo une a khou shuma wone na madzina zwi tea u itwa nga tshifhinga tsha mushumo.
4. Murado wa vhathu u na ndugelo dza u humbela kana u divhadza uri Thekhnikhoni yo vhea rikhodo dzavho na uri dzi do sedzuluswa. Hezwi ndi

tsumbedzo ya uri Thekhnikhoni yo bvisela khagala rikhodo. Ivhe na zwithu zwa ndeme.

5. Murado wa vhathu u fhiwa khumbelo kha u khakhulula na u bvisa zwo khakheaho zwo itwaho nga Thekhnikhoni.
6. Khumbelo ya thendelo ya murado wa vhathu i haniwa arali i si ya ndeme kha zwishumiswa zwa Thekhnikhoni.
7. Muthu munwe na munwe o humbelaho vhutanzi vhune Thekhnikhoni ya vha naho, u tea u dadza fomo, i tevhelwa nga mbadelo arali dzi hone. Lunwalo lu tea u livhiswa kha muhulwane wa Human Resources.

**KHETHEKANYO C : RIKHODO YA NDAYO TEWA YA MATSHUDENI**

1. Thekhnikhoni i do tea u dzula na uvhea vhutanzi ha mutshudeni maelana na tshumiso ya zwo thekhnikhoni.
2. Thekhnikhoni i do thonifha zwithu zwa matshudeni. U itela uri, vhutanzi ha mutshudeni vhu songo bviselwa khagala, nga nthani arali vhutanzi:
  - a) Hu tshi bvisela khagala vhutanzi ha mulayo.
  - b) Hu tshi bvisela khala vhutanzi ha tsireledzo ya zwa phabuliki kana mupo.
  - c) Dzinzwalelo dza phabuliki dzine dza ita tshinyadzo kha mutshudeni.
3. Kha phara ya vhuvhili afho ntha, vhutanzi ha mutshudeni ene mune vhu tea u bviselwa khagala arali:
  - 3.1 Mutshudeni o tenda.
  - 3.2 Mutshudeni u tea u vhudzwa hawe vhu saathu u fhiwa, u itela uri vhutanzi vhu wele kha kilasi ine ya vha hone kha phabuliki.
  - 3.3 Musi vhutanzi ho no vha hone mulayoni / phabuliki.
  - 3.4 Vhutanzi ha khumbelo ya muthu o ri siaho, muhumbeli we rikhodo u tea u vha e shaka la mufu wa mutshudeni.
4. Matshudeni vha vha ndugelo kha u vhudzisa na u vhudzwa uri Thekhnikhoni itshe na rikhodo dzavho kana rikhodo dzi nga sedzuluswa. Naho Thekhnikhoni itshi nga hana u vha sumbedza rikhodo dzine dza vha na vhutanzi havho i na ndugelo ya u hana. Mabambiri o nwalaho a milingo ha ngo tea u sedzwa u ya na nga ndayo tewa.
5. Mutshudeni o tea u humbela ndulamiso kana vhukhaki ho itwaho kha rikhodo yawe nga Thekhnikhoni.

6. Madzina, Adiresi na Thodea dza matshudeni zwi do itwa uri zwi vhe hone kha murado wa vhuraru arali khumbelo ya vhutanzi:
  - a) Murado wa vhuraru yo humbela vhutanzi ha mutshudeni.
  - b) Arali zwi mulayoni uri Thekhnikhoni i bviswe vhutanzi uvho.
7. Mutshudeni u tea u nea lunwalo lwo tendelwaho nga vha mulayo uri vhutanzi hawe vhu bviswe nga vhanwe vhashumi.
8. Vhutanzi ho teaho ha mutshudeni vhu itwa nga vhashumi kana mirado ya Thekhnikhoni na ha musi arali vhutanzi ho humbelwa nga vhaofisiri vha Thekhnikhoni.
9. Khumbelo ya thendelo i hanwa arali i si ya ndeme.
10. Muthu munwe na munwe o humbelaho vhutanzi vhune Thekhnikhoni ya vha naho, u tea u ita khumbelo nga ndila ya lunwalo, lu tevhelwaho nga mbadelo yo teaho lunwalo lunwalo lu tea u luvhiswa kha muhulwane wa Quality Assurance na Examinations.



**KHETHEKANYO E: RIKHODO YA NDAYO TEWA YA MURADO WA VHURARU**

1. Muthusi wa muofisiri wa zwavhutanzi u tea u hana khumbelo ya rikhodo ya murado wa vhuraru arali ho vha na u biesela nnda zwetevhelaho.

- a) Arali rikhodo yo no vha hone kha phabuliki
- b) Arali murado wa vhuraru wo didzhenisa khazwo

2. Muhulwane wa muofisiri wa zwa vhutanzi u tea u hana khumbelo ya rikhodo yo:

- a) hwalaho zwidzumbe zwa murado wa vhuraru
- b) vhutanzi ha dzi mbadelo, khomeshiala, sainithifiki kana thekhinikhala
- c) zwi ita uri murado wa vhuraru l sa kone u vha na vhukwamani ha vhudi
- d) zwi tsitsela fhasi murado wa vhuraru kha vhutambo ha mitambo

3. Kha phara ya vhuvhili afho nga fhasi, rikhodo i tea u hanwa arali

- a) Yo no vha hone kha phabuliki
- b) Arali murado wa vhuraru yo di dzhenisa khazwo
- c) Arali dzimvelelo dza zwa mupo na dzitsedzuluso zwi tshi do bvisela khagala tsireledzo ya phabukili

4. Muhulwane wa muofisiri wa vhutanzi a nga hana thendelo ya rikhodo yo lambedzwaho nga murado wa vhuraru arali.

- a) Vhumatshelo ha vhutanzi ho no toda u fana kana ho no fana
- b) Arali dzinzwalelo dza phabuliki dzi na vhutanzi ho no fana

5. Kha phara ya vhuna afho nthu, rikhodo i tea u hanwa arali.

- a) Yo no vha hone kha phabuliki
- b) Arali murado wa vhuraru yo di dzhenisa khazwo

6. Muthu munwe na munwe o humbelaho vhutanzi vhune Thekhnikhoni ya vha naho vhu elanaho na murado wa vhuraru, u tea u ita khumbelo nga fomo zwi tshi tevhelwa nga mbadelo arali dzi tshi todea. Munwaleli u tea u livhisa fomo yawe kha muhulwane wa vhutanzi, ane a vha Musumbedzeli wa zwa Masheleni.

**KHETHEKANYO F: RIKHODO YA NDAYO TEWA YA ZWA MASHELENI NA KHOMESHIALA**

1. Thendelo ya rikhodo ya zwa masheleni na Khomeshiala zwi do dzivhelwa arali rikhodo:
  - a) I na zwidzumbe zwa muvhuso kana Thekhnikhoni
  - b) Yo hwalo vhutanzi ha masheleni, khomeshiala kana Thekhnikhoni vhune ha nga ita tshinyalelo
  - c) Vhutanzi vhune ha nga Sia Thekhnikhoni i kha tshiimo tshi si tsha vhudi kha dzi mbambedzo dza khomeshiala
  - d) Tsumba mushumo ya khomphiutha yo itwa nga khethekanyo 1(1) mulayo wa thetelelo ya thamdarhudzo, 98 ya 1978 ine ya laulwa nga Thekhnikhoni
2. Kha phara ya afho ntho, rikhodo ya Khethekanyo na mbadelo dzi nga si pandelwe arali dzi na vhutanzi.
  - a) Vhune ha vha hone kha phabuliki
  - b) Munwe muta wa phabuliki
  - c) Dzimvelelo dza dzi nzwalelo vhuimoni ha Thekhnikhoni.
3. Khumbelo ya thendelo masheleni kana khomeshi ala ya rikhodo.
4. Khumbelo ya thendelo kha faela ya masheleni na khomeshiala i tea u bviselwa khagala.
  - a) Vhutanzi ha mulayo kana
  - b) Vhutanzi ha tsireledzo yo teaho ya phabuliki na zwa mupo
  - c) Dzinzwalelo dza phabuliki dzine ha nga vha na tshinyadzo ya muhumbeli
5. Muthu munwe na munwe o humbelaho vhutanzi ha mbadelo kana khomeshiala u tea u ita khumbelo nga fomo kha Musumbedzeli wa zwa masheleni.

**KHETHEKANYO YA G: RIKHODO YA NDAYO TEWA YA NDILA YA U SHUMA**

1. Khumbelo ya rikhodo yo no elana na ndila ya mushumo wa Thekhnikhoni i nga hanwa arali:
  - a) Rikhodo ine ya vha na vhudipfi, ripoto kana minwe mihumbulo yo wanwaho nga Thekhnikhoni.
  - b) Rikhodo i tshi bva kha vhukwamani, u ambedzana zwi tshi thusa kha ndayo tewa ya uri hu vhe na pfano wa a maanda o itwaho nga maanda a Thekhnikhoni.
  - c) U bvisela khagala ha rikhodo zwi nga itwa u dadisa Thekhnikhoni na muta wa vhuraru.
  - d) Zwi tshi do bvisela khagala ndayo tewa ine ya nga ita ndado kha mvelaphanda ya ndayo tewa.
  - e) U bvisela khagala ha ndayo tewa hu nga ita uri hu sa sedzuluswe, ndingo kha ndila yo shumiswaho nga Thekhnikhoni.
  - f) Rikhodo i vha na vhutanzi lune u bvisela khagala ha rikhodo zwi vha na u pfuka mulayo.
  - g) Rikhodo i shumiwa kana u nwalwa nga vhaofisiri vha Thekhnikhoni.
2. Kha phara ya u thoma ya afho fhasi, ndila ya u shuma ia hanwa kana u pandelwa arali zwo no dzhia minwaha ya fumbili nga muraha ha musi khumbelo yo itwa.
3. Khumbelo ya thendelo ya rikhodo ya mushumo i bviselwa khagala arali:
  - a) I tshi bvisela khagala vhutanzi ha mulayo
  - b) Tshireledzo ya phabuliki na zwa mupo
  - c) Nzwalelo dza phabuliki kha u bvisela khagala vhutanzi vhune ha nga ita tshinyadzo kha muhumbeli
4. Khumbelo ya thendelo a i tandelwi arali zwi si zwa ndeme kha Thekhnikhoni.

5. Muthu munwe na munwe ane a nga ita khumbelo kha fomo ya khumbelo u tea u i livhisa kha muofisiri wa zwa vhutanzi ane a do zwifhirisela phanda kha Muhulwane wa muofisiri wa vhutanzi.

**KHETHEKANYO YA H. RIKHODO YA NDAYO TEWA YA THODISISO**

1. Thendelo ya rikhodo yo hwalaho vhutanzi nga ha thodisiso yo itwaho nga murado wa vhuraru. I do hanwa arali zwi tshi do bvisela khagala.
  - a) murado wa vhuraru
  - b) muthu o hwalaho thodisiso ya murado wa vhuraru
  - c) mulaedza zwa thodisiso
2. Thendelo ya rikhodo yo hwalaho vhutanzi ha thodisiso ho itwaho vhuimoni nga Thekhinikhoni vhu nga hanwa arali zwi tshi nga Poila
  - a) Thekhinikhoni
  - b) Muthu o hwalaho thodisiso ya Thekhinikhoni
  - c) Muhumbulo muhulwane wa thodisiso
3. Khumbelo ya thendelo ya rikhodo i nga hanwa zwi si na vhundeme kha Thekhinikhoni.
4. Kha phara ya u thoma na ya vhuvhili afho nthu, khumbelo ya thendelo ya thodisiso i nga bviselwa khagala arali:
  - a) I na vhutanzi ha mulayo
  - b) I na tsireledzo ya phabuliki na zwa mupo
  - c) I na nzwalelo dza phabuliki kha vhutanzi vhune ha nga ita tshinyalelo kha muhumbeli
5. Muthu munwe na munwe o itaho vhutanzi kha rikhodo ya ndayo tewa ya thodisiso u tea u ita khumbelo nga lunwalo kha muhulwane wa muofisiri ane a vha muhulwane wa thodisiso.

**KHETHEKANYO YA I: RIKHODO YA NDAYO TEWA YA E-MAIL**

1. Zwishumiswa zwa khomphiutha zwa Thekhnikhoni zwo tendela vhadziofisini na kha thodiso Fhedzi.
2. Vhutanzi ho vhwaho kha khomphiutha vhutanzi laulwa nga Thekhnikhoni.
3. Vhashumi vha Thekhnikhoni kana matshudeni vha lavhelela tsireledzo ya vhutanzi ho vhwaho nga thekhnikhoni kha Khomphiutha.
4. Thekhnikhoni i tutuwedza tshumiso ya E-mail na thonifho ya mushumisi wa E-mail. Naho Thekhnikhoni i tshi nga vha na ndivho ya mushumisi, thodisiso kana u bvisela khagala E-mail yo rumelwaho nga mushumisi arali zwi tshi humbulelwa uri:
  - a) Zwishumiswa zwa E-mail a zwo ngo shuma nga ndila ya vhudi.
  - b) Zwishumiswa zwi songo shumiswa zwi re mula yoni.
5. Vhashumi a vhongo tea u bvisela khagala vhutanzi ha muthu nga murahu ha musu zwo tendelwa nga Thekhnikhoni.
6. Muthu munwe na munwe o itaho khumbelo ya vhutanzi nga E-mail u tea u ita khumbelo iyo nga lunwalo, a lu livhise kha Muhulwane wa zwa vhutanzi na Thekhnolodzhi ya zwa dzinyambo.

**KHETHEKANYO J: VHU NE HA SOKOU VHA HONE**

Vhutanzi vhutevhelaho vhu sokou wanala fhedzi hu si na khumbelo ya thendelo nga nthani ha mulayo, vhu dovha ha waniwa kha website ya Thekhnikhoni.

1. Ndila dza vhukwamani ha muofisiri wa vhutanzi na muhulwane wa muofisiri wa vhutanzi.
2. Thendelo na nzwalelo ya tshelede yo no bviswaho nga muhumbeli wa vhutanzi.
3. Mishumo yo no elana na zwa muhulwane wa Thekhnikhoni.
4. Milayo-tewa na vhukwamani ha vhashumi vha khantsela vha Thekhnikhoni.
5. Milayo-tewa na vhukwamani ha vhashumi vha sineithi vha Thekhnikhoni
6. Milayo-tewa na vhukwamani ha vhahulwane vha thekhnikhi
7. Milayo-tewa na vhukwamani ha khantsela yo imelaho matshudeni.
8. Milayo-tewa na vhukwamani ha foramu.
9. Tshivhalo tsha matshudeni, mbeu.
10. Tshikalo tsha mbadelo dza vhashumi.
11. Thodea dza pfunzo dza minwe mishumo afho Thekhnikhoni.
12. Dzindingo dzo no todea dza Thekhnikhoni.
13. Tshivhalo tsha matshudeni na mbeu kha inwe na inwe ya dzi fakhalithi ya thekhnikhi.
14. Ndayo tewa ya thekhnikhi ya thuso ya tshelede kha matshudeni.
15. Kubvisele kwa tshelede ya Thekhnikhoni kha mushumo wo hiriwaho.
16. Ndayo tewa ya kubvisele kwa tshelede ya vhudzulo na ya u tangedziwa Thekhnikhoni.
17. Madzina a dzi alumuni dzothe na pfunzo dze vha dzi wana.
18. Milayo-tewa ya Thekhnikhoni na makaidzele na ndila yo teaho.
19. Kutetshela kwa milayo ya Thekhnikhoni.
20. Pulane ya mishumo ya Thekhnikhoni.
21. Pulane ya ndila ya kushumele Thekhnikhoni.
22. Riphotho ya mishumo ya Thekhnikhoni.
23. Vhutanzi vhunwe na vhunwe vhune – vhutanziela huu ita uri vhuvhe hone u itela thodisiso malugana na mulayo.



30

**LUTA I****FOMO YA U THOMA**

**KHUMBELO YA U SEDZA U RIKHODA ZWA MUTA WA MUVHUSO**  
**(Khethekanyo 19 (1))**

**(LUTA 2)****HU TEA U DADZWA NGA MUHASHO**

Nomboro ya mbambedzo .....

Khumbelo yo tangedzwa nga ..... (vhamuvhuso, dzina na  
tshifani zwa muofisiri / muthusi wa muofisiri) nga ..... (datumu) ha  
..... (fhethu)

Tshelede ino todea ndi R .....

Tshelede yo tea u bviswa u thoma R .....

Tshelede yo anganywaho R .....

\_\_\_\_\_  
TSAINO YA MUOFISIRI WA GWAMA /  
MUTHUSI WA MUOFISIRI WA  
VHUTANZI

## A. Zwidodombedzwa

Muofisiri wa mafhungo / muthusi wa muofisiri wa mafhungo

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## B. Zwidodombedzwa zwa muthu kha khumbelo dza thendelo kha u rikhoda

- (a) Thodea dza muthu o humbelaho thendelo kha u rikhoda dzi tea u nwalwa nga afho fhasi.
- (b) U tea u nwala adiresi kana nomboro ya fekisi ine mafhungo a do rumelwa hone.
- (c) Khwathisedzo ya thendelo yo itwaho, arali i hone i nambatedzwe nga murahu.

Madzina na Tshifani: \_\_\_\_\_

\_\_\_\_\_

Nomboro ya linwalo la vhune \_\_\_\_\_

Adiresi: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Nomboro ya fekisi: \_\_\_\_\_

Nomboro dza lutingo: \_\_\_\_\_ Adiresi ya E-mail \_\_\_\_\_

\_\_\_\_\_

Ndila ye khumbelo ya itwa ngayo, na he ya itwa hone vhuimoni ha munwe muthu: \_\_\_\_\_

C. Zwidodombedzwa zwa muthu o imelaho khumbelo ye ya twa.

Tshipida itshi tsho tea u dadziwa fhedzi arali khumbelo ya vhutanzi yo itwa vhuimoni ha munwe muthu.

Madzina na tshifani: \_\_\_\_\_

Nomboro ya vhune: \_\_\_\_\_

D. Zwidodombedzwa zwa rikhodo

- (a) I tea u vha na zwidodombedzwa zwothe zwa rikhodo yo humbelwaho, zwo katela nomboro ya mbambedzo arali i tshi divhea khavho, zwi itelwa arali tshi tshi do tea u da kha mune wayo.
- (b) Arali tshipida tshi nga si lingane, vha tea u fhirela phanda kha linwe bambiri vha li nambatedze nga murahu. Vha tea u saina zwothe zwine vha khou tea u zwi saina.

1. Tshivhumbeo tsha rikhodo kana zwothe zwi elanaho na rikhodo: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Nomboro ya u vhambedza arali i hone: \_\_\_\_\_

3. Zwinwe zwidodombedzwa zwa phanda zwa rikhodo: \_\_\_\_\_

## E. Mbadelo

- (a) Khumbelo ya u sedza kha rikhodo, u fhira khumbelo ya rikhodo ya vhutanzi ha vhane vhone, zwi do itwa nga murahu ha musu vho badela tshelede ine ya tea u bviswa.
- (b) Ni do divhadzwa ngaha tshelede i no tea u bviswa sa tshelede ya khumbelo.
- (c) Tshelede yo badelwaho i khodo wanala fhedzi nga fomo yo humbelwaho na thikhedzo ya tshifhinga.
- (d) Arali zwo tendelwa u badela tshelede inwe na inwe, wha tea u ri vhudza uri ndi ngani.

Thikhedzo dza mbadelo ya tshelede: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## F. Fomo ya thendelo ya rikhodo

Arali vha tshi kundelwa nga vuhole ha u vhala, vhanga vhona nau thetshesela rikhodo kha fomo ya thendelo yo newaho kha 1 u swika kha 4, kha vha ri vhudze vuhole havho, vha sumbedze na fomo ya rikhodo yo humbelwaho.

Vhuhole _____ _____ _____ _____	Fomo ya rikhodo yo humbelwaho _____ _____ _____ _____	
Kha vha swaye bogisi nga luswayo lutevhelaho: X manwala:		
(a) Tsumbedzo yavho ya khumbelo ya thendelo i wanala fhedzi kha fomo ine ya vha hone.		
(b) Thendelo i nga hanwa nga inwe ndila, lune vha do divhadzwa arali yo itwa nga inwe ndila.		
(c) Tshelede ya mbadelo ya rikhodo, I do newa nga murahu ha thendelo ya khumbelo.		
1. Arali rikhodo yo tou nwalwa kana / yo tou gandiswa		
khophi ya rikhodo		thodisiso ya rikhodo
2. Arali rikhodo I na zwisumbedzo (zwi katela zwinepe, zwilaidzi, rikhodo dza vidiyo, zwisu mbedzo zwa Khomphiutha, zwikhetshe na zwinwe)		
tea u sumbedza nyimele	khophi ya ma-imele	tshivhumbeo tsha nyimele
3. Arali rikhodo I na maipfi a rikhodo kana vhutanzi vhune ha nga itwa / newa nga mubvumo.		
vha tea u thetshesesa kha mubvumo		nyimele ya soundtrack yo nwalwaho kana bambiri yo tou gandiwaho
4. Arali rikhodo yo dzheniswa kha Khomphiutha kana nga elekhithironiki kana nga mutshini wa fomo ino vhaleya.		

khophi yo gan- diswaho ya rik- hodo	khophi yo gandiswaho ya vhutanzi vhubvaho kha rikhodo				
Arali no humbela khophi (afho nth), arali ni tshi toda khophi i tshi posiwa.					
(Tshelede ya poswo l a badelwa)			<table border="1"> <tr> <td>Ee</td> <td>Hai</td> </tr> </table>	Ee	Hai
Ee	Hai				
Ni humbele uri arali rikhodo i siho kha luambo lune na lu shumisa, khumbelo l a itwa kha luambo lune rikhodo ya vha hone.					
Mdi lufhio luambo lune na lu takalela lwa rikhodo: _____					

## G. Ndivhadzo ya mapfanwa ya khumbelo.

Mi do divhadzwa nga linwalo uri khumbelo yo tendelwa / a yongo tendelwa.  
Arali ni tshi toda u divhadzwa nga iriwe ndila, kha vha sumbedze ndila ya hone  
vha ri nee na zwidombedzwa.

Ni nga tama u divhadzwa nga ndilade khumbelo ya rikhodo?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tsaino \_\_\_\_\_ nga \_\_\_\_\_ duvha \_\_\_\_\_ 20.

\_\_\_\_\_  
TSAINO YA MUHUMBELI / MUTHU  
O IMELAHO KHUMBELO I TSHI ITWA

**FOMO YA VHUVHILI**

**KHUMBELO YA THENDELO U RIKHODA ZWA MUTA WA PHURAIVETHE**  
**Khethekanyo 53(1) ya khuliso ya thendelo ya mulayo wa vhutanzi 2000**  
**(Mulayo wa of 2000)**

**(Luta 4)****A. Zwidodombedzwa zwa muta wa phuraivethe**

Ha thoho:

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**B. Zwidodombedzwa zwa muthu o humbelaho thendelo ya rikhodo**

- (a) Zwidodombedzwa zwa muthu o humbelaho thendelo zwi tea u nwalwa nga fhasi.

(b) Vha tea u nwala diresi na nomboro ya fekisi ine vhutanzi ha do rumelwa ngayo.

(c) Khwathisedzo yo itwaho, arali i hone, I tea u nambatedzwa.

Madzina na tshifani: \_\_\_\_\_

\_\_\_\_\_

Nomboro ya vhune \_\_\_\_\_

Adiresi ya poswo \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Nomboro ya fekisi \_\_\_\_\_ Nomboro

ya lutingo \_\_\_\_\_ Adiresi ya E-Mail \_\_\_\_\_

Ndila ye khumbelo ya itwa ngayo, musi yo itwa thiimoni tsha munwe muthu:

\_\_\_\_\_

C. Zwidodombedzwa zwa muthu o imelaho rikhodo.

Tshipida itshi tshi tea u dadziwa fhedzi arali khumbelo ya vhutanzi yo itwa vhumoni ha munwe muthu.

Madzina na tshifani \_\_\_\_\_

\_\_\_\_\_

Nomboro ya linwalo la vhune \_\_\_\_\_

D. Zwidodombedzwa zwa rikhodo

(a) Kha vha nee zwidodombedzwa zwothe zwa rikhodo zwe khumbelo ya tangedzwa ngayo, zwo katela nomboro ya mbambedzo arali zwi tshi divhea kha vhone, u itela rikhodo arali ri tshi do rumelwa.

(b) Arali tshipida tsho newaho tshi tshituku vha tea u nwala kha linwe bambiri



vha li nambatedze nga murahu ha fomo. Muhumbeli u tea u saina zwothe.

1. Tshivhumbeo tsha rikhodo kana thodea dza rikhodo \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Nomboro ya mbambedzo, arali i hone \_\_\_\_\_

3. Zwinwe zwa zwidodombedzwa zwa rikhodo \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### E. Mbadelo

- (a) Khumbelo ya thendelo ya rikhodo, u fhira rikhodo yo hwalaho vhutanzi ha muthu nga vhuvha hawe, zwi do bviswa fhedzi musi mbadelo ya khumbelo yo badeliwa.
- (b) Vha do divhadzwa tshelede yo teaho u bviswa ya khumbelo.
- (c) Tshelede yo badelwaho ya faela rikhodo ndi ya fomo ya thendelo yo humbelwaho na tshifhinga tsho teaho tsedzuluso na ndugiselo dza rikhodo.
- (d) Arali vho tendelwa kha mbadelo, vha tea uri vhudza thikhedzo ya thendelo.

Thikhedzo dza thendelo ya mbadelo: \_\_\_\_\_

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#### F. Fomo ya thendelo ya rikhodo

Arali vha tshi thivhelwa nga vuhole ha u vhala, u vhona, kana u thetshesela rikhodo nga ndila ya thendelo yo newaho kha 1 u swika 4. Kha vha ri vhudze vuhole havho vha dovhe vha sumbedze ndila ine fomo ya rikhodo ya todea ngayo.

Vuhole _____		Fomo ya khumbelo ya rikhodo _____
_____		_____
_____		_____
_____		_____

Kha vha swaye bogisi nga luswayo ulwu: "X"

Manwalwa:

- (a) Tsumbedzo dzavho dza khumbelo ya fomo dzi wanala fhedzi kha fomo ya rikhodo ine ya vhahone.
- (b) Thendelo ya fomo yo humbelwaho i nga humiswa nga inwe ndila. Vha do divhadzwa arali khumbelo yo itwa nga inwe ndila.
- (c) Mbadelo ya thendelo ya rikhodo i do itwa nga ndila ye thendelo ya humbelwa ngayo.

1. Arali rikhodo yo tou nwalwa kana u gandiwa.

	Khophi ya rikhodo*		Thodisiso dza rikhodo	
2. Arali rikhodo i na zwisumbedzo (Izwi zwikatela zwifanyiso, zwilaidzi, dzi rikhodo dza vidiyo, Khomphiutha, zwikhetshe, na zwinwe vho)				
	Tsumbedzo dza nyimele		Khophi ya nyimele	Tshivhumbeo
3. Arali rikhodo l na maipfi o rikhodiwaho kana vhutanzi ho itwaho nga inwe ndila ya zwilidzo.				
	u thetshelesa kha tshilidzo (Khasete)		Tshivhumbeo tsha tshilidzo (tsho itwaho / gandiswaho)	
4. Arali rikhodo yo itwa kha Khomphiutha kana minwe mitshini.				
	Khophi yo gandiswaho*		Khophi yo gandiwaho ya vhutanzi ho bvaho kha rikhodo	Khophi nga ndila ya Khomphiutha (siidi)
Arali vho humbela khophi kana khophi yo tou nwalwaho ya rikhodo (nga afho nthu). Arali vha tshi toda zwi tshi tou poswa?				Ee
Tshelede ya poswo i a badelwa:				Hai

G. Zwidodombedzwa zwa ngoho zwo no tea u tsireledzwa.

Arali tshipida tsho tshi tshituku kha vha ise phanda kha linwe bambiri vha linambatedze nga murahu ha fomo. Muhumbeli u tea u saina zwidodombedzwa zwothe.

1. Kha vha sumbedze vhungoho ho itwaho / wanalaho kana ha tsireledzo \_\_\_\_\_

2. Kha vha tandavhudze mihumbulo yavho uri ndi ngani khumbelo ya rikhodo  
yo tea u tsireledzwa \_\_\_\_\_

H. Thuthuwedzo ya mapfanapheleledzo malugana na khumbelo ya thendelo.

Vha do divhadzwa nga linwalo uri khumbelo yo tangedzwa hayariwa. Arali  
vha tshi tama u divhazwa nga inwe ndila, kha vha sumbedze ndila na  
zwidodombedzwa zwo teaho zwa khumbelo yavho.

Vha takalela u divhadzwa nga ndila de \_\_\_\_\_

Tsaino \_\_\_\_\_ nga \_\_\_\_\_ duvha \_\_\_\_\_

20 \_\_\_\_\_

\_\_\_\_\_  
TSAIMO YA MUHUMBELI / MUTHU  
O IMAHO VHUIMONI HA KHUMBELO

42

**LUTA LWA VHUVHILI****FOMO YA VHURARU****THUTHUWEDZO YA MBILO YA NGOMU**

**Khethekanyo 75 ya khuliso ya thendelo ya mulayo wa vhutanzi wa 2000  
(Ndayo tewa 2 ya 2000)**

**(Luta 6)**

Kha vha sumbedze nomboro  
ya mbambedzo \_\_\_\_\_

Muthu: Ane avha o ita khumbelo ya mulayo u tea u badela tshelede ya khumbelo. Arali tshelede ya khumbelo yo badelwa mapfanapheledzo a khumbelo ya zwa nda ya mulayo i tea u fhambana u swika mbadelo i tshi badelwa.

A. Zwidodombedzwa zwa muta wa phabuliki.

Muofisiri wa vhutanzi / muthusi wa muofisiri wa vhutanzi.

\_\_\_\_\_

\_\_\_\_\_

B. Zwidodombedzwa zwa muhumbeli / muthu o humbelaho mulayo wa zwa nda.

- (a) Zwidodombedzwa zwa muthu o humbelaho mulayo eva wa nda u tea u dadza tshipida tsha nga fhasi.
- (b) Vhutanzi ha khumbelo ya zwa nda, vhu tea u nambatedzwa nga murahu.
- (c) Arali muhumbeli wa zwa mulayo wa nda a muthu wa vhuraru kana hu muthu a songo humbelaho mathomoni a vhutanzi, zwido ... zwawe zwi tea u sumbedzwa kha C nga fhasi.

Madzina na Tshifani: \_\_\_\_\_

Nomboro ya linwalo la vhune \_\_\_\_\_

Adiresi ya poswo \_\_\_\_\_

\_\_\_\_\_ Nomoro ya fekisi: \_\_\_\_\_

Nomboro dza lutingo \_\_\_\_\_ Adiresi ya E-mail \_\_\_\_\_

Tshiimo tsha muthu o imelaho mulayo wa zwa nda

C. Zwidodombedzwa zwa muhumbeli

Tshipida itshi tshi dadzwa fhedzi arali muta wa vhuraru o humbela zwa mulayo wa zwa nda.

Madzina na Tshifani \_\_\_\_\_

Nomboro ya linwalo la vhune \_\_\_\_\_

D. Mapfanwa a mulayo wa zwa nda zwo humbelwaho.

Kha vha swaye mapfanwa o itwaho nga vha zwa mulayo wa zwa nda nga luswayo lutevhelaho "X" kha bogisi lo teaho.	
	Mahanwa / Khanedzo ya khumbelo ya thendelo.
	Mapfanwa malugana na mbadelo dzo itwaho.
	Mapfanwa a malugana na tshifhinga tsha khumbelo ya khethekanyo 26(1) ya mulayo.
	Mapfanwa a khethekanyo 29(3) ya mulayo wa khanelo ya thendelo nga ndila ya khumbelo nga muhumbelwa.
	Mapfanwa a khumbelo ya thendelo

E. ndila dza khumbelo ya zwa nda

Tshipida itshi arali tshi sa lingani, vha tea u nwala kha linwe bambiri vha linambatedze nga murahu ha fomo. Vha tea u saina zwothe zwi no todea.

Ndila yo shumiswaho musu mulayo wa zwa nda u tshi itiwa \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Vhunwe ha vhutanzi ha ngoho ha mulayo wa zwa nda \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## F. Ndivhadzo ya mapfanwa a zwa nda

Vha do divhazwa nga linwalo arali mapfanwa a mulayo wa zwa nda wo tendelwa. Arali vha tshi tama u divhadzwa nga inwe ndila, kha vha sumbedze ndila, vha nee na zwidombedzwa zwa khumbelo.

Kha vha sumbedze ndila \_\_\_\_\_

Zwidombedzwa zwa ndila \_\_\_\_\_

Tsaino \_\_\_\_\_ nga \_\_\_\_\_ duvha \_\_\_\_\_

20\_\_\_\_\_.

\_\_\_\_\_  
TSAINO YA MUHUMBELI WA ZWA  
MULAYO WA NNDA



HU DADZIWA NGA VHASHUMI VHA MUHASHO

RIKHODO YA ZWAMILAYO YA MULAYO WA ZWANND

Mbilo yo tangedzwa nga \_\_\_\_\_ (duvha) nga \_\_\_\_\_

\_\_\_\_\_ (Tshimo, Dzina  
na Tshifani zwa muofisiri wa vhutanzi / muthusi wa muofisiri wa vhutanzi).

Aphili yo tikedzwa nga muofisiri wa zwa vhutanzi / muthusi wa muofisiri kha  
mapfanwa na fhethu ha zwidombbedzwa zwa muthu munwe na munwe wa  
muta wa vhuraru ane dzirikhodo, dzo rumelwa nga muofisiri wa vhutanzi /  
muthusi nga duvha la \_\_\_\_\_ (duvha) la zwa milayo.

MAWANWA A MBILO

Mapfanwa a vhutanzi ha muofisiri / muthusi zwo tendelwa nga mapfanwa  
maswa

Mapfanwa maswa \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DUVHA

MULAYO WO TEAHO

Duvha lo tangedzwaho nga muofisiri wa vhutanzi / muthusi kha mulayo wo

teaho: \_\_\_\_\_

\_\_\_\_\_

**LUTA LWA VHURARU****MBADELO DZO TEAHO U BADELWA:**

Mbadelo dzi itwa nga mulayo wa khethekanyo 15 na 22 kha khuliso ya thendelo ya mulayo wa vhutanzi 2000, vha vhale na milayo yo teaho ine ya vha kha khethekanyo 22 ya mulayo.

Rikhodo dzo farwa fhedzi tshelede ino tea u bviswa l songo badelwa.

**1. TSHELEDE YA KHUMBELO (See 22(1) MULAYO WA 7 (3))**

Tshelede ya khumbelo ya Thekhinikhoni nga muhumbeli nga nndani ha muhumbeli ene mune ndi R35,00.

**2. TSHELEDE YO THENDELO (KHETHEKANYO 22(1) MULAYO WA 7 (3))**

Tshelede ya thendelo l badelwa thekhinikhoni nga muhumbeli na muhumbeli wa tsedzuluso, nzudzanyo ya rikhodo nga ndila l tevhelaho:

**2.1 TSEDZULUSO NA NDZUDZANYO DZA RIKHODO**

R15 dza awara inwe na inwe zwi songo katela awara ya u thoma, ine ya vha yo teaho l a todea kha tsedzuluso na ndzudzanyo.

**2.2 DZINZWALELO DZA MBADELO**

- |  |        |
|--|--------|
| (a) Kha khophi inwe na inwe ya saizi ya A4 ya siatari  | R0,60. |
| (b) Kha khophi yo gandiwaho ya saizi ya A4 ya siatari lo bvaho kha Khomphiutha kana kha minwe mitshini | R0,40. |
| (c) Kha khophi ya Khomphiutha ino vhaleya kha  |        |
| (i) disiki   | R5,00  |
| (ii) disiki (Compact)  | R40,00 |

- (d) (i) Kha tshivhumbeo tsha zwifanyiso, zwa saizi ya A4  
ya siatari R22,00
- (ii) Kha khophi ya zwisumbedo zwa zwifanyiso R60,00
- (e) (i) Kha tshivhumbeo tsha rikhodo dza odio, dza saizi  
ya A4 R12,00
- (ii) Kha khophi ya rikhodo ya odio R17,00

## SECTION 51 MANUAL FOR DU TOIT & VAN DER WAL PROKUREURS/ ATTORNEYS

### A. CONTENTS

- A. CONTENTS
- B. INTRODUCTION TO DU TOIT & VAN DER WAL PROKUREURS/ ATTORNEYS
- C. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL
  - C.1. Contact details [Section 51(1)(a)] □
  - C.2. The Guide [Section 51(1)(b)]
  - C.3. Records available in terms of any other legislation [Section 51(1)(d)]
  - C.4. Gaining access to the records held by the private body in question [Sections 51(1)(c) and 51(1)(e)]
    - i. Records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2) [Section 51(1)(c)]
    - ii. Records that may be requested [Section 51(1)(e)] □
    - iii. The request procedures
  - C.5. Other information as may be prescribed [Section 51(1)(f)]
  - C.6. Availability of the manual [Section 51(3)]
  - C.7. Prescribed fees for private bodies
  - C.8. Prescribed forms

### B. Introduction to Du Toit & Van der Wal Prokureurs/ Attorneys

The firm was established on 1 July 2002 with the amalgamation of Ruurd van der Wal Attorneys with Du Toit Attorneys. Du Toit attorneys had extensive experience in property law and property development while Ruurd van der Wal attorneys had extensive experience in estate planning and other commercial law. The firm now focuses on commercial law, property law, estate planning and deceased estates but also render services over a broad legal spectrum. The firm can be described as a young dynamic innovating legal firm that serves its clients on a high personal and efficient manner.

### C. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

#### C.1. Contact details [Section 51(1)(a)]

Ruurd van der Wal  
Suite 288  
Private bag x 82329  
Rustenburg  
0300

Situated at 155 Kockstreet  
Suite 102

Rustenburg  
Tel 014 597 1750  
Fax: 014 597 1750

E-mail: [ruurd@globecorp.co.za](mailto:ruurd@globecorp.co.za)  
[connie@globecorp.co.za](mailto:connie@globecorp.co.za)

**C.2. The Guide as described in section 10 [Section 51(1)(b)]**

The Guide will be available from the South African Human Rights Commission, by not later than August 2003. Please direct any queries to:

**The South African Human Rights Commission:**

**PAIA Unit**

**The Research and Documentation Department**

Postal address: Private Bag 2700  
Houghton  
2041

Telephone: +27 11 484-8300  
Fax: +27 11 484-0582  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**C.3. Records available in terms of any other legislation [Section 51(1)(d)]**

N.A.

**C.4. Gaining access to the records held by the private body in question [Sections 51(1)(c) and 51(1)(e)]**

- i. **Records, which are available without a person having to request access in terms of this Act in terms of section 52(2) [Section 51(1)(c)]**
  - a. Fidelity fund certificates
  - b. Diplomas and degree certificates
  - c. Attorney Admittance certificates
- ii. **Records that may be requested in terms of this Act. [Section 51(1)(e)]**

**PERSONNEL**

- a. Employee Contracts
- b. Disciplinary codes
- c. Grievance procedures

**FINANCIAL**

- a. Financial statements
- b. Tax returns

**BUSINESS, LEGAL AND CORPORATE INFORMATION**

- a. Partnership agreement
- b. Lease agreements
- c. Business plan
- d. Minutes of meetings
- e. Clients lists
- f. Clients files

**iii. The request procedures****Form of request:**

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned. [s 53(1)]
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed. [s 53(2)(a) and (b) and (c)]
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right. [s 53(2)(d)]
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body. [s 53(2)(f)]

**Fees:**

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request. A personal requester does not pay such a fee. [s 22(1)]
- The fee that the requester must pay to a private body is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee. [s 22(3)(b)]
- The head of the private body will then make a decision on the request and notify the requester in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure. [s 22(6)]

**C.5. Other information as may be prescribed [Section 51(1)(f)]**

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

**C.6. Availability of the manual [Section 51(3)]**

The manual is also available for inspection at the offices of this firm; and copies are available with the SAHRC and in the Gazette.

**C.7. Fees in respect of private bodies****C.8. Prescribed forms**



**MANUAL PREPARED IN ACCORDANCE WITH**  
**SECTION 51 OF THE PROMOTION OF**  
**ACCESS TO INFORMATION ACT NO 2 OF 2000**  
**["THE ACT"]**

for

**JANSEN - POTTER**

**MANUAL**

## 1 **COMPANY OVERVIEW**

Jansen - Potter Attorneys, Notaries and Conveyancers ["Jansen"] is a private body in terms of the Act, dealing with matters an attorneys office would be expected to deal with including *inter alia* matrimonial, commercial, litigation, estates, conveyancing, collection matters and notarial work. The business was established in September 1991.

## 2 **GENERAL**

### 2.1 **Part I - Section 51(1)(a) of the Act**

Name of Body : Jansen - Potter  
Physical Address : The Lion House, 20 Roberts Avenue,  
Kensington, 2094, Johannesburg  
Postal Address : P O Box 8099, Johannesburg, 2000  
Information Officer : Mr F R J Jansen  
Telephone No : +27 11 614-8100  
Facsimile Transmission : +27 11 614-8145  
Email : jpproc@icon.co.za

### 2.2 **Part II Section 51(1)(b) of the Act**

A guide on how to use the Act is to be compiled by the Human Rights Commission in terms of **Section 10** of the Act by no later than August 2003. Any queries should be addressed to:

The South African Human Rights Commissioner:  
PAIA Unit, The Research and Documentation Department

Postal address : Private Bag 2700  
Houghton  
2070  
Telephone : +27 484-8300  
Facsimile Transmission : +27 484-0482  
Website : [www.sahrc.org.za](http://www.sahrc.org.za)  
Email : [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

### 2.3 **Part III - Section 51(1)(c) of the Act**

Currently not applicable.

## 2.4 **Part IV - Sections 51(1)(d) and (e) of the Act**

For the purposes of this manual and the Act, the records held by Jansen are categorised by the nature of the content thereof as follows:

### 2.4.1 Records kept in accordance with other statutory legislation, including but not limited to:

- 2.4.1.1 Attorneys Act 53 of 1979;
- 2.4.1.2 Basic Conditions of Employment Act 75 of 1997;
- 2.4.1.3 Employment Equity Act 55 of 1998;
- 2.4.1.4 Income Tax Act 58 of 1962;
- 2.4.1.5 Labour Relations Act 66 of 1995;
- 2.4.1.6 Promotion of Access to Information Act 2 of 2002;
- 2.4.1.7 Regional Services Councils Act 109 of 1985;
- 2.4.1.8 Skills Development Act 97 of 1998;
- 2.4.1.9 Skills Development Levy Act 9 of 1999;
- 2.4.1.10 Unemployment Insurance Act 63 of 2001;
- 2.4.1.11 Value Added Tax Act 89 of 1991;
- 2.4.1.12 Workmens Compensation Act 30 of 2001;

The above records which are of a public nature are available automatically without a person having to request access thereto in terms of the Act, as envisaged in **Section 52** of the Act.

### 2.5 The Information Officer will take into consideration the appropriate section of this manual to decide whether or not access to any of the information stated above should be given to the requester of such information ["the requester"].

## 2.6 **Part V - Section 51(1)(f) of the Act**

The Minister of Justice and Constitutional Development has not made any regulation in this regard.

## 2.7 **Part VI - Section 51(3) of the Act**

An unabridged version of this manual is available for inspection by the general public upon request, during office hours and free of charge at the office of Jansen. Copies may also be requested from the South African

Human Rights Commission at the address in 2.2 and the Law Society of the Northern Provinces.

**2.8      Part VII - Prescribed form and fee structure in respect of Jansen**

The forms and fee structure prescribed under the Act are available at the websites of the Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)) under the "regulations" section and the South African Human Rights Commissioner ([www.sahrc.org.za](http://www.sahrc.org.za)).

**3      THE REQUEST PROCEDURE**

**3.1      Form of Request**

3.1.1      The requester must complete the prescribed form being **Schedule I** hereto to make the request for access to a record. This must be made to the Information Officer and to the address, fax number or electronic mail address of Jansen.

3.1.2      The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required and specify a postal address or facsimile number in the Republic. The requester should also indicate if, in addition to a written reply, any other manner is to be used to inform the requester and state the necessary particulars to be so informed.

3.1.3      The requester must identify the details of the right that is sought to be exercised or protected and provide an explanation why the requested record is required for the exercise or protection of the right.

3.1.4      If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.

**3.2      Fees**

A requester who seeks access to a record containing personal information about this requester is not required to pay the request fee. Every other

requester, who is not a personal requester, must pay the required request fee:

- 3.2.1 The Information Officer must by notice require the requester [other than a personal requester] to pay the prescribed request fee [if any] before further processing the request.
- 3.2.2 The fee that the requester must pay is R50.00 The requester may lodge an application to the court against the tender or payment of the request fee.
- 3.2.3 After the Information Officer has decided whether or not to grant the request, the requester must be notified in the required form.
- 3.2.4 If the request is granted then a further access fee must be paid for reproduction and for search and preparation and for any time that has exceeded the prescribed hours to search and prepare the record and disclosure as set out in **Schedule II**.

#### **4 PROCEDURE OF DECISION MAKING PROCESS**

- 4.1 In terms of **Section 55** of the Act the Information Officer will take all reasonable steps to find a record that has been requested. If the record cannot be found or does not exist, the Information Officer must notify the requester by way of Affidavit or Affirmation that it is not possible to give access to the record which is deemed to be a refusal of the request. If, however, the record is later found, the requester must be given access if the request would otherwise have been granted.
- 4.2 **Section 56** of the Act provides that the Information Officer must within 30 [THIRTY] days of receipt of a correctly completed request notify the requester of his decision as to whether or not to grant the request. If the request is:
  - 4.2.1 **Granted:** the notification must state the application access fee required to be paid, together with the procedure to be followed should the requester wish to apply to court against such fee, and the form in which access will be given.

4.2.2 Declined: the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requester wish to apply to court against the decision.

4.3 The information officer may extend the period of 30 [THIRTY] days by a further period not exceeding 30 [THIRTY] days if:

4.3.1 the request is for a large number of records or requires a search through a large number of records;

4.3.2 consultation with another private body is required; or

4.3.3 the requester consents to the extension.

4.4 The requester must be notified within the initial 30 [THIRTY] day period in writing of the extension required, together with reasons therefore, and the procedure involved should the requester wish to apply to court opposing the extension. The Information Officer's failure to respond to the requester within the 30 [THIRTY] day period constitutes a deemed refusal of the request.

4.5

4.5.1 If a request for access is made to a record of Jansen which contains information which may or must be refused, such information may be severed from the record and the balance of such information may be made available to the requester.

4.5.2 If access is granted, access must be given in the form that is reasonably required by the requester, or if the requester has not identified a preference as to form, in a form reasonably determined by the Information Officer.

## 5 **THIRD PARTIES**

5.1 If the request is for a record pertaining to a third party in relation to **Sections 63(1), 64(1), 65 and 69(1)** of the Act, the Information Officer must take all reasonable steps to inform that third party of the request. This must be done within 21 [TWENTY ONE] days of receipt of the request.

- 5.2 The manner in which this is done must be by the fastest means reasonably possible. If the form of notification used is oral the Information Officer must thereafter give the third party written confirmation of the oral notification.
- 5.3 The third party may within 21 [TWENTY ONE] days thereafter either make representation to Jansen as to why the request should be refused, alternatively grant written consent to the disclosure of the record.
- 5.4 The third party must be advised of the decision taken by the Information Officer on whether to grant or decline the request, and must also be advised of his/her/its right to appeal against the decision by way of application to court within 30 [THIRTY] days after the notice.

## 6 **GROUND FOR REFUSAL OF A REQUEST**

Notwithstanding compliance with **Section 50** of the Act, the request may be declined in accordance with one of the prescribed grounds in terms of the Act, *inter alia* namely:

- 6.1 **Section 63** of the Act prohibits the unreasonable disclosure of the personal information of natural-person third parties to a requester.
- 6.2 **Section 64** of the Act states that a request must be refused if it relates to records containing third party information pertaining to:
- 6.2.1 trade secrets;
- 6.2.2 financial, commercial, scientific or technical information of a third party where disclosure would be likely to cause harm to the commercial or financial interests of that third party; or
- 6.2.3 information supplied in confidence by the third party, the disclosure of which could reasonably be expected to put the third party at a disadvantage in contractual or other negotiations, or prejudice the third party in commercial competition.

The information must, however, be released if it pertains to the results of product or environmental testing, the disclosure of which

would reveal a serious public safety or environmental risk.

6.3 **Section 65** of the Act prohibits disclosure of information if such disclosure would constitute a breach of any duty of confidentiality owed to a third party in terms of an agreement.

6.4 In terms of **Section 66** of the Act, a private body must refuse a request for access to a record of the body if disclosure could reasonably be expected to:

6.4.1 endanger the life or physical safety of an individual;

6.4.2 prejudice or impair the security of a building, structure or system, including but not limited to a computer or communication system, means of transport or any other property;

6.4.3 Jansen may also refuse a request for access to information which would prejudice methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme or safety of the public;

6.5 **Section 67** of the Act mandates the refusal of a request if the record is privileged from production in legal proceedings, unless the person entitled to the privilege has waived the privilege.

6.6 **Section 68** of the Act pertains to records containing information about the private body itself and unlike the other provisions pertaining to the request being declined, is not mandatory, but rather discretionary. Jansen may refuse access to a record if the record:

6.6.1 contains trade secrets of Jansen;

6.6.2 contains financial, commercial, scientific or technical information of Jansen, the disclosure of which would be likely to cause harm to the commercial or financial interests of Jansen;

6.6.3 contains information which, if disclosed could reasonably be expected to put the private body at a disadvantage in contractual or other negotiations, or prejudice Jansen in commercial competition; or



6.6.4 consists of a computer program owned by Jansen.

Notwithstanding the above, the information must be released if it pertains to the results of product or environmental testing, the disclosure of which would reveal a serious public safety or environmental risk.

6.6.5 **Section 69** of the Act prohibits the disclosure of information to any requester about research where disclosure is likely to expose the person conducting the research or the subject matter of the research to serious disadvantage.

Notwithstanding any of the above-mentioned provisions, **Section 70** of the Act provides that a record must be disclosed if its disclosure would:

6.6.5.1 reveal evidence of a substantial contravention of or failure to comply with the law, imminent and serious public safety or environmental risk; and

6.6.5.2 if the public interest in the disclosure clearly outweighs the harm.

## **7 RIGHTS OF APPEAL**

7.1 If a requester is dissatisfied with the Information Officer's refusal to grant access to any information the requester may, within 30 [THIRTY] days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the Information Officer's decision to grant a request may, within 30 [THIRTY] days of notification of the decision, apply to court for relief.

7.2 It should be noted that notwithstanding any provision of this Act, the court may examine the record[s] in question. No record may be withheld from the court on any grounds. The court may not, however, disclose the contents of the record[s].

7.3 The court is empowered to grant any order that is just and equitable, including:

7.3.1 confirming, amending or setting aside the Information Officer's decision;

**7.3.2** requiring the Information Officer to take any action, or refrain from taking any action as identified by the court within a specific period;

**7.3.3** granting an interdict, interim or specific relief, declaratory order or compensation; or as to costs.

**REQUEST FOR ACCESS TO A RECORD OF  
JANSEN - POTTER**

[SECTION 53(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT No. 2 OF 2000  
[REGULATION 10]

**A. Particulars of Jansen Potter****Jansen - Potter**

The Lion House, 20 Roberts Avenue, Kensington, 2094, Johannesburg

P O Box 8099, Johannesburg, 2000

Telephone No : +27 11 614-8100

Facsimile Transmission : +27 11 614-8145

Email : jpproc@icon.co.za

The Information Officer: **Mr F R J Jansen , Practising Attorney****B. Particulars of person requesting access to the record**

1. *The particulars of the person who requests access to the record must be given below.*
2. *Furnish an address and/or fax number in the Republic to which information must be sent.*
3. *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and  
surname : \_\_\_\_\_Identity  
number : \_\_\_\_\_

Postal address : \_\_\_\_\_

Facsimile no. : \_\_\_\_\_

Contact telephone  
number : \_\_\_\_\_

E-mail address : \_\_\_\_\_

Capacity in which request is made, when made on behalf of another person:  
(attach proof of capacity, eg power of attorney, resolution)

**C. Particulars of person on whose behalf request is made**

*This section must only be completed if a request is made on behalf of another person.*

Full names and  
surname : \_\_\_\_\_

\_\_\_\_\_

Identity  
number : \_\_\_\_\_

Postal address : \_\_\_\_\_

\_\_\_\_\_

Facsimile no. : \_\_\_\_\_

Contact telephone  
number : \_\_\_\_\_

E-mail address : \_\_\_\_\_

**D. Particulars of record**

1. *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.*
2. *If the space provided is insufficient to complete this section, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.*

- 1 Description of record and all relevant parts of the record

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 2 Reference number,  
if available : \_\_\_\_\_

- 3 Any further particulars of record

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E. Fees**

1. A request for access to the record will only be processed after a request fee has been paid, unless you are exempted from paying such fee.
2. You will be notified of the amount required to be paid as the request fee.
3. The fee payable for access to the record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
4. If you believe that you qualify for exemption of the payment of the prescribed fee, please state the reason for your belief.

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 in which form the record is required.

Disability _____	Form in which record is required _____

Mark the appropriate box with an "X".

**NOTES:**

1. Your indication as to the required form of access depends on the form in which the record is available.
2. 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.
3. The fee payable for access to the record, if any, will partly be determined by the form in which access is requested.

**1. If the record is in written or printed form -**

<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
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**2. If record consists of visual images - (this includes photographs, slides, video recordings, computer generated images, sketches, etc)**

<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*	<input type="checkbox"/>	transcription of the images*
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**3. If record consists of recorded words or information which can be reproduced in sound -**

<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	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)

Mark your choice below. REMEMBER: If you require a record to be posted to you, you will have to pay a postal fee.

*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
---	-----	----

**G. Particulars of right to be exercised or protected**

If the space provided is insufficient to complete this section, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

- 1 Indicate which right is to be exercised or protected.

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- 2 Explain why the requested record is required for the exercising or protection of the aforementioned right

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**H. Notice of decision regarding request for access**

You will be notified in writing whether your request has been approved. 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?

---



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Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

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

## Schedule II

**FEES IN RESPECT OF PRIVATE BODIES  
JANSEN - POTTER**

- 1 The fee for a copy of the manual as contemplated in Regulation 9(2)(c) is R1.10 for every photocopy of an A4-size page or part thereof.

- 2 The fees for reproduction referred to in Regulation 11(1) are as follows:

		R
2.1	For every photocopy of an A4-size page or part thereof	1.10
2.2	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.75
2.3	For a copy in a computer-readable form on - [i] stiffy disc [ii] compact disc	7.50 70.00
2.4	[i] For a transcription of visual images, for an A4-size page or part thereof [ii] For a copy of visual images	40.00 60.00
2.5	[i] For a transcription of an audio record, for an A4-size page or part thereof [ii] For a copy of an audio record	20.00 30.00

- 3 The request fee payable by a requester, other than a personal requester, referred to in Regulation 11(2) is R50.00.

- 4 The access fees payable by a requester, referred to in Regulation 11(3) are as follows:

		R
4.6	For every photocopy of an A4-size page or part thereof	1.10
4.7	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.75
4.8	For a copy in a computer-readable form on - [i] stiffy disc [ii] compact disc	7.50 70.00
4.9	[i] For a transcription of visual images, for an A4-size page or part thereof [ii] For a copy of visual images	40.00 60.00
4.10	[i] For a transcription of an audio record, for an A4-size page or part thereof [ii] For a copy of an audio record	20.00 30.00

- 4.11 To search for and prepare the record for disclosure, R30.00 for each hour or part of an hour reasonably required for such search and preparation.

- 4.12 For the purposes of Section 54(2) of the Act, the following applies:

- 4.12.1 six hours as the hours to be exceeded before a deposit is payable; and

- 4.12.2 one third of the access fee is payable as a deposit by the requester.

- 4.13 The actual postage is payable when a copy of the record must be posted to a requester.

**MANUAL PREPARED IN ACCORDANCE WITH  
SECTION 51 OF THE PROMOTION OF  
ACCESS TO INFORMATION ACT NO 2 OF 2000  
["THE ACT"]**

for

**D E BURNS ATTORNEY**

**MANUAL**



## 1 **COMPANY OVERVIEW**

D E Burns Attorney ["D E Burns"] is a sole proprietorship, a private body in terms of the Act, dealing with matters an attorney would be expected to deal with including *inter alia* matrimonial, commercial, litigation, estates and collections matters. The business was established in 1996.

## 2 **GENERAL**

### 2.1 **Part I - Section 51(1)(a) of the Act**

Name of Body	: D E Burns Attorney
Physical Address	: Suite 72 - 2nd Floor, Parktown Office Suites, 23 Wellington Road, Parktown
Postal Address	: P O Box 1549, Houghton, 2041
Information Officer	: Mr D E Burns
Telephone No	: +27 11 480-4822
Facsimile Transmission	: +27 11 480-4826
Email	: burnsatt@icon.co.za

### 2.2 **Part II Section 51(1)(b) of the Act**

A guide on how to use the Act is to be compiled by the Human Rights Commission in terms of **Section 10** of the Act by no later than August 2003. Any queries should be addressed to:

The South African Human Rights Commissioner:  
PAIA Unit, The Research and Documentation Department

Postal address	: Private Bag 2700 Houghton 2070
Telephone	: +27 484-8300
Facsimile Transmission	: +27 484-0482
Website	: <a href="http://www.sahrc.org.za">www.sahrc.org.za</a>
Email	: <a href="mailto:PAIA@sahrc.org.za">PAIA@sahrc.org.za</a>

**2.3      Part III - Section 51(1)(c) of the Act**

Currently not applicable.

**2.4      Part IV - Sections 51(1)(d) and (e) of the Act**

For the purposes of this manual and the Act, the records held by D E Burns are categorised by the nature of the content thereof as follows:

**2.4.1      Records kept in accordance with other statutory legislation, including but not limited to:**

- 2.4.1.1      Attorneys Act 53 of 1979;
- 2.4.1.2      Copyright Act 98 of 1978;
- 2.4.1.3      Basic Conditions of Employment Act 75 of 1997;
- 2.4.1.4      Companies Act 61 of 1973;
- 2.4.1.5      Customs and Excise Act 91 of 1964;
- 2.4.1.6      Employment Equity Act 55 of 1998;
- 2.4.1.7      Income Tax Act 58 of 1962;
- 2.4.1.8      Labour Relations Act 66 of 1995;
- 2.4.1.9      Promotion of Access to Information Act 2 of 2000;
- 2.4.1.10      Regional Services Councils Act 109 of 1985;
- 2.4.1.11      Skills Development Act 97 of 1998;
- 2.4.1.12      Skills Development Levy Act 9 of 1999;
- 2.4.1.13      Unemployment Insurance Act 63 of 2001;
- 2.4.1.14      Value Added Tax Act 89 of 1991;
- 2.4.1.15      Workmens Compensation Act 30 of 2001;

The above records which are of a public nature are available automatically without a person having to request access thereto in terms of the Act, as envisaged in **Section 52** of the Act.

**2.5      The Information Officer will take into consideration the appropriate section of this manual to decide whether or not access to any of the information stated above should be given to the requester of such information ["the requester"].**

2.6 **Part V - Section 51(1)(f) of the Act**

The Minister of Justice and Constitutional Development has not made any regulation in this regard.

2.7 **Part VI - Section 51(3) of the Act**

An unabridged version of this manual is available for inspection by the general public upon request, during office hours and free of charge at the office of D E Burns. Copies may also be requested from the South African Human Rights Commission at the address in 2.2 and the Law Society of the Northern Provinces.

2.8 **Part VII - Prescribed form and fee structure in respect of D E Burns**

The forms and fee structure prescribed under the Act are available at the websites of the Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)) under the "regulations" section and the South African Human Rights Commissioner ([www.sahrc.org.za](http://www.sahrc.org.za)).

3 **THE REQUEST PROCEDURE**

3.1 **Form of Request**

3.1.1 The requester must complete the prescribed form being **Schedule I** hereto to make the request for access to a record. This must be made to the Information Officer and to the address, fax number or electronic mail address of D E Burns.

3.1.2 The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required and specify a postal address or facsimile number in the Republic. The requester should also indicate if, in addition to a written reply, any other manner is to be used to inform the requester and state the necessary particulars to be so informed.

3.1.3 The requester must identify the details of the right that is sought to be exercised or protected and provide an explanation why the requested record is required for the exercise or protection of the

right.

- 3.1.4 If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request to the satisfaction of the Information Officer.

### 3.2 Fees

A requester who seeks access to a record containing personal information about this requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- 3.2.1 The Information Officer must by notice require the requester [other than a personal requester] to pay the prescribed request fee [if any] before further processing the request.
- 3.2.2 The fee that the requester must pay is R50.00. The requester may lodge an application to the court against the tender or payment of the request fee.
- 3.2.3 After the Information Officer has decided whether or not to grant the request, the requester must be notified in the required form.
- 3.2.4 If the request is granted then a further access fee must be paid for reproduction and for search and preparation and for any time that has exceeded the prescribed hours to search and prepare the record and disclosure as set out in Schedule II.

## 4 PROCEDURE OF DECISION MAKING PROCESS

- 4.1 In terms of **Section 55** of the Act the Information Officer will take all reasonable steps to find a record that has been requested. If the record cannot be found or does not exist, the Information Officer must notify the requester by way of Affidavit or Affirmation that it is not possible to give access to the record which is deemed to be a refusal of the request. If, however, the record is later found, the requester must be given access if the request would otherwise have been granted.

- 4.2 **Section 56** of the Act provides that the Information Officer must within 30

[THIRTY] days of receipt of a correctly completed request notify the requester of his decision as to whether or not to grant the request. If the request is:

- 4.2.1           Granted: the notification must state the application access fee required to be paid, together with the procedure to be followed should the requester wish to apply to court against such fee, and the form in which access will be given.
- 4.2.2           Declined: the notification must include adequate reasons for the decision, together with the relevant provisions of the Act relied upon, and provide the procedure to be followed should the requester wish to apply to court against the decision.
- 4.3           The information officer may extend the period of 30 [THIRTY] days by a further period not exceeding 30 [THIRTY] days if:
  - 4.3.1           the request is for a large number of records or requires a search through a large number of records;
  - 4.3.2           consultation with another private body is required; or
  - 4.3.3           the requester consents to the extension.
- 4.4           The requester must be notified within the initial 30 [THIRTY] day period in writing of the extension required, together with reasons therefore, and the procedure involved should the requester wish to apply to court opposing the extension. The Information Officer's failure to respond to the requester within the 30 [THIRTY] day period constitutes a deemed refusal of the request.
- 4.5
- 4.5.1           If a request for access is made to a record of D E Burns which contains information which may or must be refused, such information may be severed from the record and the balance of such information may be made available to the requester.
- 4.5.2           If access is granted, access must be given in the form that is reasonably required by the requester, or if the requester has not

identified a preference as to form, in a form reasonably determined by the Information Officer.

## 5 **THIRD PARTIES**

- 5.1 If the request is for a record pertaining to a third party, in relation to **Sections 63(1), 64(1), 65 and 69(1)** of the Act the Information Officer must take all reasonable steps to inform that third party of the request. This must be done within 21 [TWENTY ONE] days of receipt of the request.
- 5.2 The manner in which this is done must be by the fastest means reasonably possible. If the form of notification used is oral the Information Officer must thereafter give the third party written confirmation of the oral notification.
- 5.3 The third party may within 21 [TWENTY ONE] days thereafter either make representation to D E Burns as to why the request should be refused, alternatively grant written consent to the disclosure of the record.
- 5.4 The third party must be advised of the decision taken by the Information Officer on whether to grant or decline the request, and must also be advised of his/her/its right to appeal against the decision by way of application to court within 30 [THIRTY] days after the notice.

## 6 **GROUND FOR REFUSAL OF A REQUEST**

Notwithstanding compliance with **Section 50** of the Act, the request may be declined in accordance with one of the prescribed grounds in terms of the Act, *inter alia* namely:

- 6.1 **Section 63** of the Act prohibits the unreasonable disclosure of the personal information of natural-person third parties to a requester.
- 6.2 **Section 64** of the Act states that a request must be refused if it relates to records containing third party information pertaining to:
- 6.2.1 trade secrets;
- 6.2.2 financial, commercial, scientific or technical information of a third

party where disclosure would be likely to cause harm to the commercial or financial interests of that third party; or

- 6.2.3 information supplied in confidence by the third party, the disclosure of which could reasonably be expected to put the third party at a disadvantage in contractual or other negotiations, or prejudice the third party in commercial competition.

The information must, however, be released if it pertains to the results of product or environmental testing, the disclosure of which would reveal a serious public safety or environmental risk.

- 6.3 **Section 65** of the Act prohibits disclosure of information if such disclosure would constitute a breach of any duty of confidentiality owed to a third party in terms of an agreement.

- 6.4 In terms of **Section 66** of the Act, a private body must refuse a request for access to a record of the body if disclosure could reasonably be expected to:

- 6.4.1 endanger the life or physical safety of an individual;

- 6.4.2 prejudice or impair the security of a building, structure or system, including but not limited to a computer or communication system, means of transport or any other property;

- 6.4.3 D E Burns may also refuse a request for access to information which would prejudice methods, systems, plans or procedures for the protection of an individual in accordance with a witness protection scheme or safety of the public;

- 6.5 **Section 67** of the Act mandates the refusal of a request if the record is privileged from production in legal proceedings, unless the person entitled to the privilege has waived the privilege.

- 6.6 **Section 68** of the Act pertains to records containing information about the private body itself and unlike the other provisions pertaining to the request being declined, is not mandatory, but rather discretionary. D E Burns may refuse access to a record if the record:

- 6.6.1 contains trade secrets of D E Burns;



- 6.6.2 contains financial, commercial, scientific or technical information of D E Burns, the disclosure of which would be likely to cause harm to the commercial or financial interests of D E Burns;
- 6.6.3 contains information which, if disclosed could reasonably be expected to put the private body at a disadvantage in contractual or other negotiations, or prejudice D E Burns in commercial competition; or
- 6.6.4 consists of a computer program owned by D E Burns.

Notwithstanding the above, the information must be released if it pertains to the results of product or environmental testing, the disclosure of which would reveal a serious public safety or environmental risk.

- 6.6.5 **Section 69** of the Act prohibits the disclosure of information to any requester about research where disclosure is likely to expose the person conducting the research or the subject matter of the research to serious disadvantage.

Notwithstanding any of the above-mentioned provisions, **Section 70** of the Act provides that a record must be disclosed if its disclosure would:

- 6.6.5.1 reveal evidence of a substantial contravention of or failure to comply with the law, imminent and serious public safety or environmental risk; and
- 6.6.5.2 if the public interest in the disclosure clearly outweighs the harm.

## **7 RIGHTS OF APPEAL**

- 7.1 If a requester is dissatisfied with the Information Officer's refusal to grant access to any information the requester may, within 30 [THIRTY] days of notification of the decision, apply to court for relief. Likewise, a third party dissatisfied with the Information Officer's decision to grant a request may, within 30 [THIRTY] days of notification of the decision, apply to court for relief.
- 7.2 It should be noted that notwithstanding any provision of this Act, the court



may examine the record[s] in question. No record may be withheld from the court on any grounds. The court may not, however, disclose the contents of the record[s].

- 7.3 The court is empowered to grant any order that is just and equitable, including:
- 7.3.1 confirming, amending or setting aside the Information Officer's decision;
  - 7.3.2 requiring the Information Officer to take any action, or refrain from taking any action as identified by the court within a specific period;
  - 7.3.3 granting an interdict, interim or specific relief, declaratory order or compensation; or as to costs.

## Schedule I

**REQUEST FOR ACCESS TO A RECORD OF  
D E BURNS ATTORNEY**

[SECTION 53(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT No. 2 OF 2000]

[REGULATION 10]

**A. Particulars of D E Burns****D E Burns Attorney**

Suite 72 - 2nd Floor, Parktown Office Suites, 23 Wellington Road, Parktown

P O Box 1549, Houghton, 2041

Telephone No : + 27 11 480-4822

Facsimile No : + 27 11 480-4826

Email : burnsatt@icon.co.za

The Information Officer: **Mr D E Burns, Practising Attorney****B. Particulars of person requesting access to the record**

1. *The particulars of the person who requests access to the record must be given below.*
2. *Furnish an address and/or fax number in the Republic to which information must be sent.*
3. *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and

surname : \_\_\_\_\_

Identity

number : \_\_\_\_\_

Postal address : \_\_\_\_\_

Facsimile no. : \_\_\_\_\_

Contact telephone

number : \_\_\_\_\_

E-mail address : \_\_\_\_\_

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

(attach proof of capacity, eg power of attorney, resolution)

**C. Particulars of person on whose behalf request is made**

*This section must only be completed if a request is made on behalf of another person.*

Full names and  
surname : \_\_\_\_\_

Identity  
number : \_\_\_\_\_

Postal address : \_\_\_\_\_

Facsimile no. : \_\_\_\_\_

Contact telephone  
number : \_\_\_\_\_

E-mail address : \_\_\_\_\_

**D. Particulars of record**

1. *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.*
2. *If the space provided is insufficient to complete this section, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.*

1 Description of record and all relevant parts of the record

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2 Reference number,  
if available : \_\_\_\_\_

3 Any further particulars of record

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**E. Fees**

1. *A request for access to the record will only be processed after a request fee has been paid, unless you are exempted from paying such fee.*
2. *You will be notified of the amount required to be paid as the request fee.*
3. *The fee payable for access to the record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
4. *If you believe that you qualify for exemption of the payment of the prescribed fee, please state the reason for your belief.*

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 in which form the record is required.*

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

Mark the appropriate box with an "X".

**NOTES:**

1. *Your indication as to the required form of access depends on the form in which the record is available.*
2. *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.*
3. *The fee payable for access to the record, if any, will partly be determined by the form in which access is requested.*

**1. If the record is in written or printed form -**

<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
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**2. If record consists of visual images - (this includes photographs, slides, video recordings, computer generated images, sketches, etc)**

<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*	<input type="checkbox"/>	transcription of the images*
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**3. If record consists of recorded words or information which can be reproduced in sound -**

<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	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)

Mark your choice below. REMEMBER: If you require a record to be posted to you, you will have to pay a postal fee.

*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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**G. Particulars of right to be exercised or protected**

If the space provided is insufficient to complete this section, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

- 1 Indicate which right is to be exercised or protected.

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- 2 Explain why the requested record is required for the exercising or protection of the aforementioned right

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**H. Notice of decision regarding request for access**

You will be notified in writing whether your request has been approved. 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?

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Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

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

## Schedule II

**FEES IN RESPECT OF PRIVATE BODIES  
D E BURNS ATTORNEY**

1 The fee for a copy of the manual as contemplated in Regulation 9(2)(c) is R1.10 for every photocopy of an A4-size page or part thereof.

2 The fees for reproduction referred to in Regulation 11(1) are as follows:

		R
2.1	For every photocopy of an A4-size page or part thereof	1.10
2.2	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.75
2.3	For a copy in a computer-readable form on - [i] stiffy disc [ii] compact disc	7.50 70.00
2.4	[i] For a transcription of visual images, for an A4-size page or part thereof [ii] For a copy of visual images	40.00 60.00
2.5	[i] For a transcription of an audio record, for an A4-size page or part thereof [ii] For a copy of an audio record	20.00 30.00

3 The request fee payable by a requester, other than a personal requester, referred to in Regulation 11(2) is R50.00.

4 The access fees payable by a requester, referred to in Regulation 11(3) are as follows:

		R
4.6	For every photocopy of an A4-size page or part thereof	1.10
4.7	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.75
4.8	For a copy in a computer-readable form on - [i] stiffy disc [ii] compact disc	7.50 70.00
4.9	[i] For a transcription of visual images, for an A4-size page or part thereof [ii] For a copy of visual images	40.00 60.00
4.10	[i] For a transcription of an audio record, for an A4-size page or part thereof [ii] For a copy of an audio record	20.00 30.00

4.11 To search for and prepare the record for disclosure, R30.00 for each hour or part of an hour reasonably required for such search and preparation.

4.12 For the purposes of Section 54(2) of the Act, the following applies:

4.12.1 six hours as the hours to be exceeded before a deposit is payable; and

4.12.2 one third of the access fee is payable as a deposit by the requester.

4.13 The actual postage is payable when a copy of the record must be posted to a requester.



**MANUAL**  
**In terms of Section 51 of the Promotion of Access to**  
**Information Act**

**GRINDROD LIMITED**

**INTRODUCTION TO GRINDROD LIMITED**

Grindrod Limited is a public company listed on the JSE Securities Exchange South Africa in the transport and logistics sector. Major subsidiaries and associates of Grindrod Limited are:

Island View Shipping  
Unicorn Shipping (Pty) Limited  
Unifeeder (Pty) Limited  
Marriott Group  
CMC Grindrod (Pty) Limited  
Southern Tankers (Pty) Limited  
Auto Carrier Transport (Pty) Limited  
ISS-Voigt Shipping (Pty) Limited  
Grindrod PCA (Pty) Limited  
Röhlrig-Grindrod (Pty) Limited  
P&O Grindrod Logistics (Pty) Limited  
Grindrod Freight Investments (Pty) Limited  
Grindrod Management Services (Pty) Limited  
Grincor Shipping Holdings Limited

**CONTACT DETAILS OF THE INFORMATION OFFICER/  
PERSON APPOINTED AS THE HEAD**

Mr Craig Anthony Robertson – Company Secretary  
2<sup>nd</sup> Floor, Quadrant House, 115 Victoria Embankment, Durban, 4001  
P O Box 1, Durban, 4000  
Telephone – (031) 304 1451  
Fax – (031) 305 2848  
Email – craigr@grindrod.co.za

**SECTION 10 GUIDE**

The guide on how to use the Act is available from the South African Human Rights Commission. Please direct any queries to:

The South African Human Rights Commission - PAIA Unit  
The Research and Documentation Department  
Private Bag 2700  
Houghton  
2041

Telephone – (011) 484 8300  
Fax – (011) 484 0582  
Website – [www.sahrc.org.za](http://www.sahrc.org.za)  
Email – [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)



**RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION**

These records comprise any records that are required to be made available in terms of the Road Transport Act, Companies Act No. 61 of 1973 and the listing requirements as laid down by the JSE Securities Exchange South Africa, and amended from time to time.

**RECORDS AVAILABLE WITHOUT A REQUEST TO ACCESS IN TERMS OF THE ACT**

The Annual Report of Grindrod Limited

Share Dealing Policy

Dissemination of Price Sensitive Information

Records covered under the Companies Act and the Listings Requirements of the JSE Securities Exchange South Africa

**RECORDS AVAILABLE ONLY ON REQUEST TO ACCESS IN TERMS OF THE ACT**

Employee Contracts

Supplier Contracts

Client Contracts

Share Option Schemes

Pension and Provident Fund Details

Documentation on Taxation

Shareholders Agreements

Confidentiality Agreements

Restraint of Trade Agreements

Lease Agreements

Sale Agreements

Acquisition Agreements

Records which could be deemed confidential on the part of a third party will need permission from the third party concerned before Grindrod Limited will allow access thereto.

**REQUEST PROCEDURES****Form of Request**

To request a document not in terms of the Act the requester must address the request to the Information Officer/Head in writing, in the prescribed form available from the South African Human Rights Commission at [www.sahrc.org.za](http://www.sahrc.org.za)

A requester who seeks access to a record containing personal information about that requester, is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the prescribed fees.

**AVAILABILITY OF THE MANUAL OF GRINDROD LIMITED**

The manual is available for inspection at the offices of Grindrod Limited being, Quadrant House, 115 Victoria Embankment, Durban, 4001, free of charge. A copy is also available at the South African Human Rights Commission and in the Government Gazette. Interested parties can also view the manual, which includes the prescribed fees and forms on the website being [www.grindrod.co.za](http://www.grindrod.co.za).



**M&I**

**M&I MANAGEMENT SERVICES (PTY) LTD**



**VenFin Limited**

**Manual prepared in accordance with section 51  
of The Promotion of Access to Information Act  
2 of 2000**

**M&I****VenFin Limited**

## **Manual prepared in accordance with section 51 of The Promotion of Access to Information Act 2 of 2000 ("the Act")**

The information listed in this manual is available from the Companies by means of a request as prescribed in section 53 of the Act. Requests can be addressed to the Company Secretary or Information Officer at the address and/or contact details as indicated in Paragraph 1. All request fees (if any), as prescribed in section 54 of the Act, must be paid to the Companies before any request is processed.

The Companies reserve the right to refuse information where it falls under a specified exemption as set out in Chapter 4 of the Act. (Ss 62-70)

Whilst the Companies endeavor to ensure that the published information is accurate, complete and updated on a regular basis, no representation is made regarding the fitness of such information.

### **Paragraph 1**

#### **Section 51(1)(a) required information**

**Name of Bodies : M&I MANAGEMENT SERVICES (PTY) LTD**

**REMGRO LTD**

**VENFIN LTD**

**Information Officer : Louis Terblanche**

**Tel : 021-8883242**

**e-mail : [louis@ipwizard.com](mailto:louis@ipwizard.com)**

**Company Secretary : Mariza Lubbe**

**Tel : 021-8883311**

**e-mail : [ml@venfin.com](mailto:ml@venfin.com)  
[ml@remgro.com](mailto:ml@remgro.com)**

**Address : Carpe Diem Office Park  
Quantum Street  
Techno Park  
Stellenbosch  
Western Cape**

Postal Address : P O Box 456  
Cape Town  
8000

Telephone : 021-8883000  
Fax : 021-8883399

Websites : [www.remgro.com](http://www.remgro.com)  
[www.venfin.com](http://www.venfin.com)

### **Paragraph 2**

#### **Section 51(1)(b) required information**

The Human Rights Commission must compile the section 10 guide and **this guide is not yet available.**

### **Paragraph 3**

#### **Section 51(1)(c) required information**

The Companies hold the following information, which is available without a person having to request access in terms of the Act:

- 1) Company Bulletins
- 2) Company Newsletters
- 3) Interim Financial Statements
- 4) Annual Financial Statements
- 5) Website Remgro: [www.remgro.com](http://www.remgro.com)
- 6) Website Venfin : [www.venfin.com](http://www.venfin.com)

The Companies' websites are available to anybody who accesses the Internet

### **Paragraph 4**

#### **Section 51(1)(d) required information**

Records are kept in accordance with the following legislation:

- 1) Companies Act
- 2) Income Tax Act
- 3) Value Added Tax Act
- 4) Labour Relations Act
- 5) Employment Equity Act
- 6) Unemployment Insurance Act
- 7) Occupational Health and Safety Act
- 8) Compensation for Occupational Injuries and Diseases Act
- 9) Skills Development Levies Act
- 10) JSE Listing Requirements

**Paragraph 5****Section 51(1)(e) required information**

The Companies also hold the following information:

**a) Library:**

The Companies' library consists of a collection of works on various industries related topics.

**b) Communications:**

- 1) Correspondence and Circulars of Companies to shareholders.
- 2) General correspondence regarding management of Companies.

**c) Operational Information:**

Operational Information can be defined as information required for the day to day running of the Companies. (Examples of such information are: internal phone lists, address lists, company policies, directives and general company information.)

**d) Human Resources:**

- 1) Employment conditions/Service Agreements
- 2) Employee records
- 3) Remuneration and benefits
- 4) Employment Equity reports
- 5) Training schedules and material
- 6) Occupational Health and Safety records

**e) Financial and Management Information:**

- 1) Financial reports/records
- 2) Management reports/records
- 3) Tax records
- 4) Legal records

**LEANNA VILJOEN & PARTNERS**  
**ATTORNEYS**

**MANUAL**  
**IN ACCORDANCE WITH SECTION 50 OF**  
**THE PROMOTION OF ACCESS TO INFORMATION ACT,**  
**NR 2 OF 2000**

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## 1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting access to information/documents from LEANNA VILJOEN & PARTNERS as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalised, the latest version of the manual will be made public.

Any requestor is advised to contract Mrs Leanna Viljoen should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from LEANNA VILJOEN & PARTNERS.

The following words will bear the following meaning in this manual:-

- "the Act" shall mean the Promotion of Access to Information Act, Nr. 2 of 2000, together with all relevant regulations published;
- "the/this manual" shall mean this manual together with all annexures thereto as available at the offices of LEANNA VILJOEN & PARTNERS from time to time;
- "Leanna Viljoen & Partners" shall mean LEANNA VILJOEN & PARTNERS Attorneys, structured as a partnership which renders legal services including legal advice and legal representation to individual clients and businesses/organisations;
- "SAHRC" shall mean the South African Human Rights Commission;
- "Information Officer" The senior partner of LEANNA VILJOEN & PARTNERS has been appointed as the Information Officer of LEANNA VILJOEN & PARTNERS, to which requests for information in terms of the Act, should be addressed.

## 2. CONTACT DETAILS (Section 51(1)(a) of the Act)

Name of body	:	LEANNA VILJOEN & PARTNERS
Partner and appointed Information Officer	:	MRS LEANNA VILJOEN
Address	:	41 Kruger Avenue Vereeniging, 1930
Postal address	:	PO Box 1146 Vereeniging, 1930
Telephone	:	016/4555530
Fax	:	016/4222439
E-mail	:	<u><a href="mailto:leanna@yebo.co.za">leanna@yebo.co.za</a></u>

### 3. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b) of the Act)

In terms of Section 10 of the Act, a guide will be compiled by the South African Human Rights Commission containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available in all official languages by the SAHRC and is obtainable from the SAHRC.

Contact details of the South African Human Rights Commission are as follows:

PAIA Unit  
The Research and Documentation Department  
Private Bag 2700  
HOUGHTON  
2041

Telephone	:	+27 11 484 8300
Fax	:	+27 11 484 0582/1360
Website	:	<a href="http://www.sahrc.org.za">www.sahrc.org.za</a>
E-mail	:	<a href="mailto:PAIA@sahrc.org.za">PAIA@sahrc.org.za</a>

### 4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c) of the Act)

At this stage no notice(s) has/have been published.

### 5. INFORMATION/DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51(1)(d) of the Act)

LEANNA VILJOEN & PARTNERS keeps information/documentation in accordance with the following legislation (please note that this is not an exhaustive list):-

- Insolvency Act, Nr. 24 of 1936 (Section 134 and 156)
- Pension Fund Act, Nr. 24 of 1956
- Income Tax Act, Nr. 58 of 1962 (Section 75)
- Companies Act, Nr. 61 of 1973
- Copyright Act, Nr. 98 of 1978
- Attorneys Act, Nr. 53 of 1979
- Regional Services Councils Act, Nr. 109 of 1985
- Value Added Tax Act, Nr. 89 of 1991 (Section 65)
- Occupational Health and Safety Act, Nr. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, Nr. 130 of 1993 (Section 97)
- Labour Relations Act, Nr. 66 of 1995
- Basic Conditions of Employment Act, Nr. 75 of 1997 (Section 31)
- Employment Equity Act, Nr. 55 of 1998
- Skills Development Act, Nr. 97 of 1998
- Medical Schemes Act, Nr. 131 of 1998
- Skills Development Levies Act, nr. 9 of 1999
- Unemployment Insurance Act, Nr. 63 of 2001

The above records, in so far as it being of a public nature are available automatically without a person having to request access thereto in terms of the Act, as envisaged in Section 52.



**6. INFORMATION/DOCUMENTS HELD BY LEANNA VILJOEN & PARTNERS IN TERMS OF THE ACT (Section 51(1)(e) of the Act)**

LEANNA VILJOEN & PARTNERS holds the information/documents listed herein below:

- Details relating to the operational, commercial and financial interests of LEANNA VILJOEN & PARTNERS
- Commercial contracts
- Client data base (personal information of clients, commercial and financial information, information on contemplated, existing and past litigation on agreements, proposals and intellectual property of such clients)
- Standard Employment Contracts
- Employment Equity Report
- Skills Development Report
- Leanna Viljoen & Partners Personnel Report
- Human Resources (personal information of past, present and prospective employees and partners/directors)
- List of trademarks and pending applications
- Insurance policies
- Rules and regulations relation to the pension fund

It is recorded that any and all information/documents requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act. None of the information held by LEANNA VILJOEN & PARTNERS is automatically available without a person having request access in terms of and subject to the provisions of the Act.

A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee.

**7. OTHER INFORMATION (Section 51(1)(f) of the Act)**

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this Section.

**8. AVAILABILITY OF THE MANUAL (Section 51(3) of the Act)**

- 8.1 This manual is available for inspection of the offices of LEANNA VILJOEN & PARTNERS, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of LEANNA VILJOEN & PARTNERS.
- 8.3 The manual can also be accessed on the website of SAHRC ([www.sahrc.org.za](http://www.sahrc.org.za)) and will be published in the Government Gazette.
- 8.4 It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request forms or fee structure can be obtained on the SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za)) or the website of the Department of Justice and Constitutional Development ([www.doi.gov.za](http://www.doi.gov.za)) (under "regulations").

# H&G INSURANCE INTERMEDIARIES (PTY) LTD

## MANUAL

Prepared in accordance with Section 51 of the Promotion of Access to Information Act, No.2 of 2000 ("the Act")

### Section 51 (1) (a) – Details of Private Body

- Name of Body : H&G Insurance Intermediaries (Pty) Ltd
- Head of Body : The Managing Director
- Physical Address : 2<sup>nd</sup> Floor, 9 Church Square  
Cape Town, 8001
- Postal Address : PO Box 2954  
Cape Town, 8000
- Telephone Number : (021) 461-7183
- Fax Number : (021) 461-7275
- E-mail of Head of Body : info@hg.co.za

### Section 51 (1) (b) – Guide to the Act

- The Human Rights Commission ("HRC") is required by the Act to produce a guide to the Act.
- This guide will contain such information as may be reasonably required by a person in order to exercise or understand any right contemplated in the Act.
- Access to the guide is obtained directly from the HRC, whose contact details are as follows:
  - Telephone Number : (011) 484-8300
  - Address : Private Bag 2700, Houghton, 2041

### Section 51 (1) (c) – Latest Notice in terms of Section 52 (2) of the Act

Not applicable.

### Section 51 (1) (d) – Records available in accordance with any other legislation

Records of the body are kept in accordance with the following legislation:

- Companies Act
- Trade Marks Act
- Income Tax Act
- Unemployment Insurance Act
- Value Added Tax Act
- Basic Conditions of Employment Act
- Employment Equity Act
- Skill Development Levies Act
- Labour Relations Act
- Financial Advisory and Intermediary Services Act
- Immigration Act

**Section 51 (1) (e) (part 1) – Information required to facilitate a request for access to records of the body**

- A request for access to records of the body must be in the prescribed form (in terms of the Act and the Regulations thereto) and contain the following information:
  - Sufficient particulars of the requestor, including a postal address or fax number in the Republic;
  - Sufficient particulars of the records requested;
  - The form of access required;
  - Particulars of the right the requestor is seeking to exercise or protect;
  - An explanation of why the requested record is required for the exercise or protection of that right;
  - Reasonable proof of capacity of the requestor if the request is made on behalf of some other person.
- The requestor, other than a personal requestor, will be notified of any prescribed fee due for the processing of the request and where necessary, the prescribed access fees for any reproduction, search and preparation of the requested records (determined in accordance with the time needed to do so).

**Section 51 (1) (e) (part 2) – Subjects & Categories of Records Held**

- **Company Secretarial**

- Company statutes
- Registers
- Minutes of meetings
- Statutory returns
- Share certificates
- Trademarks
- Lease Agreements

- **Finance/Accounts**

- Financial Statements
- Ledgers and bank account records
- Reconciliations
- Statutory returns
- Journals
- Copy invoices and credit notes (income and expenses)

- **Short Term Insurance**

- Client information, agreements and correspondence
- Insurance company information, agreements and correspondence
- Broker collection authorities
- Legal contracts

- **Human Resources**

- Employee records
- Standard letters and notices

- The company website, [www.hg.co.za](http://www.hg.co.za), is accessible to anyone who has access to the internet, containing general information pertaining to the company and its operations.

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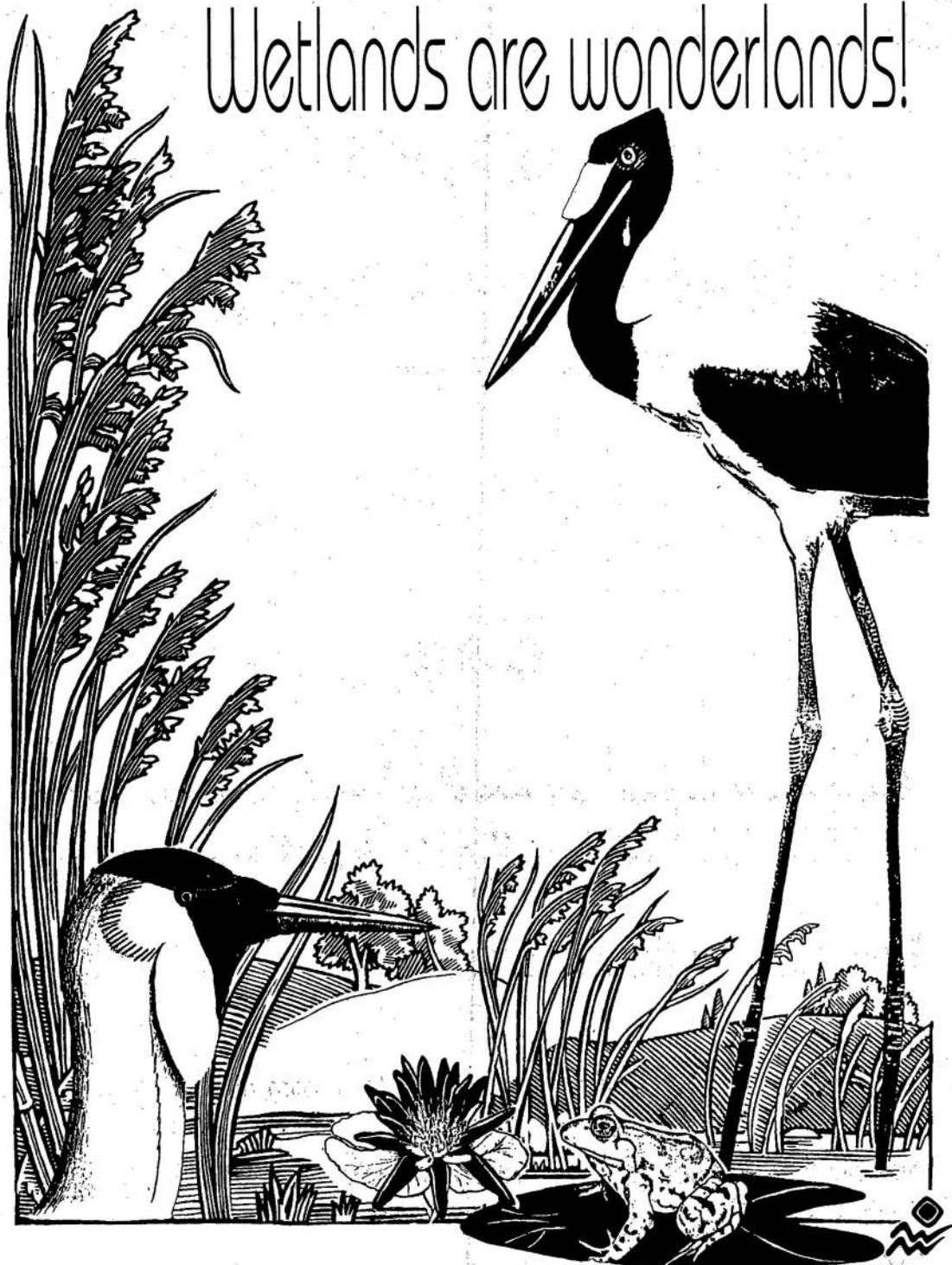
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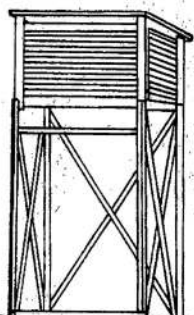
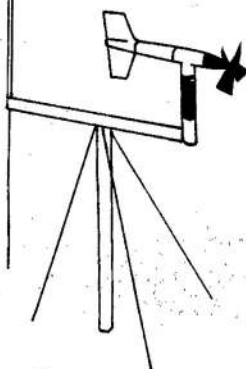
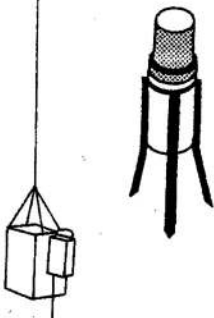


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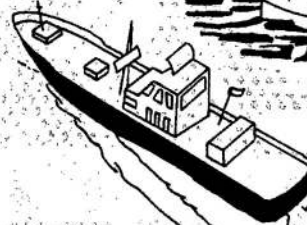
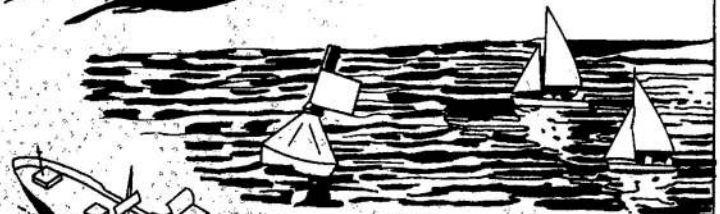
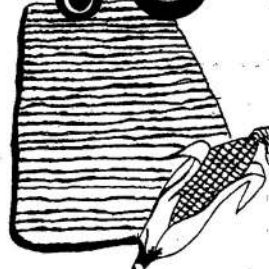
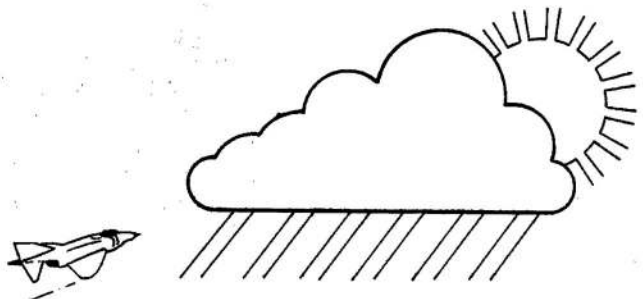


Department of Environmental Affairs and Tourism

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