



**PAIA INCWADI
YE
CEF (SOC) LTD**

**Ilungiselelwe ngokwesigaba 14
soMthetho Wokukhuthaza Ukutholakala
Kolwazi 2 ka-2000 (njengoba
uchitshiyelwe)**

IDETHI YOKUHLANGANISWA: Ephreli 2025

IDETHI YOKUBUYEKEZWA: Ephreli 2025

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1. UHLU LOKUFANELEKILE NEZINCAZELO

- 1.1 **Imali yokufinyelela** isho imali enqunyelwe izinhloso zokukhiqiza kabusha, ukucinga nokulungisa (ukukopisha nokulotshwa) kanye nesikhathi esidingekayo esingaphezu kwamahora anqunyiwe okucinga nokulungisa irekhodi ukuze lidalulwe..
- 1.2 **I-CEF** ichaza i-Central Energy Fund (SOC) LTD;
- 1.3 **I-CEO** isho isiKhulu esiPhezulu;
- 1.4 **IPhini lesiKhulu soLwazi** kushiwo iPhini lesiKhulu soLwazi kushiwo noma yibaphi abasebenzi be-CEF abaqokwe yi-CEF CEO njengephini lesikhulu solwazi ngokwesigaba 17 se-PAIA.;
- 1.5 **ISikhulu Esibhekele Ulwazi** kusho iSikhulu Esibhekele Ulwazi kushiwo i-CEF ye-CEF nanoma yimuphi umuntu obambile kuleso sikhundla;
- 1.6 **Ungqongqoshe** usho uNgqongqoshe Wezobulungiswa Nezokuhlunyeleliswa kwezimilo;
- 1.7 **I-PAIA** isho uMthetho Wokukhuthazwa Kokutholakala Kolwazi No. 2 wezi-2000 (njengoba uchitshiyelwe);
- 1.8 **I-PFMA** isho uMthetho Wokuphathwa Kwezimali Zikahulumeni No.1 ka-1999 njengoba uchitshiyelwe;
- 1.9 **I-POPIA** isho uMthetho Wokuvikelwa Kolwazi lomuntu siqu No.4 wezi-2013;
- 1.10 **Isilawuli** ichaza Ulwazi silawuli yaseNingizimu Afrika njengoba isungulwe ngokwesigaba 39 se-POPIA.

2. NHLOSO YE-PAIA INCWADI

Le Manuwali ye-PAIA iwusizo emphakathini -

- 2.1 Hlola uhlobo lwamarekhodi okungenzeka ukuthi asevele ekhona kwa-CEF, ngaphandle kwesidingo sokuhambisa isicelo esisemthethweni se-PAIA;
- 2.2 Babe nokuqonda ukuthi usenza kanjani isicelo sokufinyelela irekhodi le-CEF;
- 2.3 Thola yonke imininingwane yokuxhumana efanele yabantu abazosiza umphakathi ngamarekhodi abahlose ukuwathola;
- 2.4 Ukwazi wonke amakhambi atholakala ku-CEF mayelana nesicelo sokufinyelela kumarekhodi, ngaphambi kokuya kuMlawuli noma ezinkantolo;
- 2.5 Incazelo yomhlahlandlela wokuthi isetshenziswa kanjani i-PAIA, njengoba ibuyekezwa nguMlawuli kanye nendlela yokuthola ukufinyelela kuyo;
- 2.6 Uma inhlango izocubungula ulwazi lomuntu siqu, inhloso yokucubungula ulwazi lomuntu siqu kanye nencazelo yezigaba zezihloko zedatha kanye nolwazi noma izigaba zolwazi oluhlobene nalokho;
- 2.7 Azi uma ngabe i-CEF ihlele ukudlulisa noma ukucubungula ulwazi lomuntu siqu ngaphandle kweRiphabhulikhi yaseNingizimu Afrika kanye nabamukeli noma izigaba zabamukeli ulwazi lomuntu siqu olunganikezwa kubo; futhi
- 2.8 Yazi ukuthi i-CEF inazo yini izinyathelo zokuphepha ezifanele zokuqinisekisa ukugcinwa kuyimfihlo, ubuqotho kanye nokutholakala kolwazi lomuntu siqu okufanele lucutshungulwe.

3. UKUSUNGULWA KWE-CEF

I-CEF iyiNkampani Yombuso ewuSheduli 2 ehlanganiswe ngokoMthetho Wezinkampani, Nombolo 71 wezi-2008 futhi ebika eMnyangweni Wezimbiwa Namandla (i-DMRE).

3.1. Izinjongo/Igunya

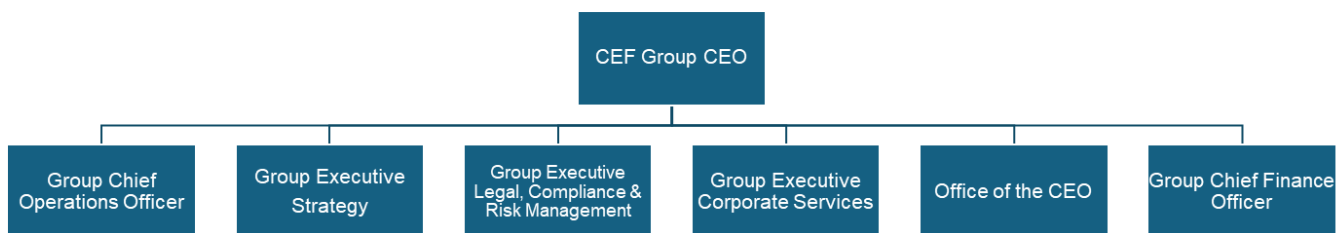
Igunya le-CEF ukufaka isandla ekuvikelekeni kokuphakelwa kukagesi eNingizimu Afrika kanye nesiFundazwe ngokuhlola, ukuthengwa, ukuthuthukiswa, ukumaketha kanye nokubambisana kwamasu. Isuselwa kuMthetho we-CEF (Nombolo 38 ka-1977) kanye neziqondiso zoNgqongqoshe ezikhishwe ngemva kwalokho.

4. ISAKHIWO SE-CEF NEMISEBENZI

4.1. Isakhiwo

I-CEF Iqembu Lobuholi obuphezulu Izinga ihlanganisa:

- Unobhala Wenkampani Yeqembu;
- Ihhovisi Lesikhulu Esiphezulu (Iqembu);
- Inhloko Yezezimali Yeqembu;
- Inhloko Amasevisi Enkampani Yeqembu;
- Inhloko Iqembu Lezomthetho Nokuhambisana; and
- Inhloko ye qembu Umphathi Wokusebenza.



4.2 Imisebenzi

Imisebenzi ye-CEF noma i-CEF Group yile:

4.2.1 Ukubamba iqhaza ekuvikelekeni kokuphakelwa kukagesi. Nikeza ukusetshenziswa okuthengekayo, okufinyelelekayo, okuhlukahlukene kwemithombo yamandla eyinhloko.

4.2.2 Yiba nguphathina woMnyango Wezokumbiwa phansi Namandla: uhlinzeke ngemininingwane yokweseka ukuthuthukiswa kwenqubomgomo kanye nokulawulwa kanye nokuqaliswa kwemiklamo ebalulekile..

- 4.2.3 Yiba yinkampani esimeme ngokwezimali: I-SOE eqinile kwezohwebo okungathenjela kuyo ukweseka ukuqaliswa kwezinqubomgomo nezinhlelo zoMnyango..
- 4.2.4 Ukunciphisa ukuthembela ngokweqile kwezwe ezinhlanganweni zamazwe ngamazwe. Sebenza kulo lonke uchungechunge lwenani lamandla futhi unciphise ukwehluleka kwezimakethe.
- 4.2.5 Ukuhambisana nezinjongo ezibanzi zikahulumeni (uHlelo Lwentuthuko Kazwelonke): ukusebenza njengendlela yokukhulisa umnotho, ukuqeda ububha kanye noguquko kwezomnotho..
- 4.2.6 Nikeza ubuholi obucabangayo ekuthuthukisweni kwenqubomgomo yezamandla nezinye izinhlelo zamandla.
- 4.2.7 Ukubamba iqhaza ekuvikelekeni kokutholakala kwamandla kagesi (kumafutha awuketshezi negesi) futhi kusekelwe ukuthuthukiswa noma ubuchwepheshe obusha bamandla ezweni..

5 OKUTHINTANA NABAPHATHI BEZOLWAZI BE-CEF

5.2 Isikhulu Esibhekele Ulwazi

Igama: Dr. Ishmael Poolo
Tel: 010 201 4762
I-imeyili: IshmaelP@cefgroup.co.za

5.3 IPhini leSikhulu Esibhekele Ulwazi

Igama: Ms. Brenda Moagi
Tel: 010 201 4711
I-imeyili: BrendaM@cefgroup.co.za

5.3 Indlunkulu

Ikheli Leposi: P.O Box 786141
Sandton
216
South Africa

Ikheli Lendawo: Block C, Upper Grayston Office Park
152 Ann Crescent
Strathavon, Sandton
2031
Johannesburg

Ucingo: +27 10 201 4700

I-imeyili: paia@cefgroup.co.za.

Iwebhusayithi: <https://cefgroup.co.za/>

6 INCAZELO YAZO ZONKE IZITHATHO EZITHOLAKALAYO MAYELANA NOMTHETHO NOMA UKWEHLULEKA UKWENZA ISINYATHELO YI-CEF.

Uma kwenzeka isenzo noma ukwehluleka ukwenza yi-CEF maqondana nelungelo noma umsebenzi onikezwe noma obekwe yi-PAIA, noma yimuphi umuntu othintwa yilesi senzo noma ukwehluleka ukwenza okuthile angakwazi -

- 6.2 faka isikhalazo sangaphakathi ku-CEF zingakapheli izinsuku ezingama-60 (amashumi ayisithupha) ngokuhambisana nendlela ebekwe esigabeni 75 se-PAIA. Uma isikhalazo sangaphakathi sifakwe ngemva kokuphela kwesikhathi esinqunyiwe i-CEF, uma kunesizathu esihle esibonisiwe, izovumela ukufakwa sekwephuzile kwesikhalazo sangaphakathi.
- 6.3 ukufaka isinghonyoyilo ku-Information Regulator nanoma iyiphi inhlango elawulayo efanele; kanye/noma.
- 6.4 ukuya kunoma iyiphi iNkantolo enegunya lokulawula ukuze ithole usizo olufanele.

7 UNGACELA KANJANI UKUFINYELELA KUMAREKHODI E-CEF

- 7.2 Isicelo solwazi singenziwa ngokusebenzisa iFomu 2 elinqunyiwe elinanyathiselwe lapha;
- 7.3 Izicelo zingaqondiswa kubasebenzi bolwazi ngokuthumela iFomu 2 eligcwalisiwe ku-paia@cefgroup.co.za .
- 7.4 Uma ifomu eligcwalisiwe selitholiwe isikhulu sezolwazi se-CEF sizokwenza isinqumo njengoba kuhlongozwe esigabeni 25 se-PAIA ezinsukwini ezingama-30 ngemuva kokutholwa kwesicelo.

8 UMHLAHLANDLELA WOKUSEBENZA KANJANI I-PAIA KANYE NOKUTHOLA KANJANI UKUFINYELELA KUMHLAHLANDLELA

- 8.2 Umlawuli, ngokwesigaba 10(1) se-PAIA, ubuyekeze futhi wenza ukuba kutholakale Umhlahlandlela obuyekeziwe wendlela yokusebenzisa i-PAIA (“Umhlahlandlela”), ngendlela eqondakala kalula nangendlela, njengoba kungase kudingwe ngokunengqondo ngumuntu ofisa ukusebenzisa noma yiliphi ilungelo elihlongozwe ku-PAIA kanye ne-POPIA..
- 8.3 Umhlahlandlela uyatholakala ngolimi ngalunye olusemthethweni.
- 8.4 Umhlahlandlela oshiwo ngenhla uqukethe incazelo ye -

8.4.1 izinjongo ze-PAIA kanye ne-POPIA;

- 8.4.2 ikheli leposi nelomgwaqo, inombolo yocingo neyefeksi kanye, uma likhona, ikheli le-imeyili -

8.4.2.1 Isikhulu Esihlinzeka Ngolwazi sawo wonke amagatsha kahulumeni, kanye

8.4.2.2 lonke iPhini leSikhulu soLwazi lawo wonke amagatsha kahulumeni nezizimele aqokwe ngokwesigaba 17(1) se-PAIA kanye nesigaba 56 se-POPIA¹;

8.4.3 Indlela kanye nohlobo lwesicelo -

8.4.3.1 Ukuthola irekhodi lebandla lomphakathi elihlongozwe esigabeni 11²; futhi

8.4.3.2 Ukufinyelela irekhodi lebandla elizimele elihlongozwe esigabeni 50³;

8.4.4 Usizo olutholakala kuSikhulu Solwazi senhlangano yomphakathi ngokwe-PAIA kanye ne-POPIA;

8.4.5 Usizo olutholakala kuMlawuli ngokwe-PAIA kanye ne-POPIA;

8.4.6 Zonke izixazululo ezikhona emthethweni mayelana nesenzo noma ukwehluleka ukwenza okuthile maqondana nelungelo noma umsebenzi onikezwe noma obekwe yi-PAIA kanye ne-POPIA, kuhlanganisa nendlela yokufaka -

8.4.6.1 Isikhalo sangaphakathi;

8.4.6.2 Isikhalazo kuMlawuli; futhi

¹ Isigaba 56(a) se-POPIA- Inhlangothi ngayinye kahulumeni nezimele kufanele yenze izinhlinzeko, ngendlela ebekwe esigabeni 17 soMthetho Wokukhuthaza Ukufinyeleleka Kolwazi, ngezinguquko ezidingekayo, zokuqokwa kwalelo nani labantu, uma likhona, njengephini lezikhulu zolwazi njengoba kudingeka ukwenza imisebenzi nezibopho ezibekwe esigabeni 55(1) se-POPIA.

² Isigaba 11(1) se-PAIA- Umfakisisicelo kufanele anikezwe ukufinyelela kurekhodi lenhlangano yomphakathi uma lowo mfakisisicelo ethobela zonke izidingo zenqubo ku-PAIA eziphathelele nesicelo sokufinyelela kulelo rekhodi; futhi ukufinyelela kulelo rekhodi akwenqatshiwe ngokwanoma yisiphi isizathu sokwenqaba esihlongozwe eSahlukweni 4 sale Ngxenywe

³ Isigaba 50(1) se-PAIA- Umfakisisicelo kufanele anikezwe ukufinyelela kunoma yiliphi irekhodi lebandla elizimele uma-
a) lelo rekhodi liyadingeka ukuze kusetshenziswe noma kuvikelwe noma yimaphi amalungelo;
b) lowo muntu uthobela izidingo zenqubo ku-PAIA eziphathelele nesicelo sokufinyelela kulelo rekhodi; futhi
c) ukufinyelela kulelo rekhodi akwenqatshiwe ngokwanoma yisiphi isizathu sokwenqaba esihlongozwe eSahlukweni 4 sale Ngxenywe.

8.4.6.3 Isicelo enkantolo esiphikisana nesinqumo sesikhulu sezolwazi sebandla lomphakathi, isinqumo sokudlulisa icala kwangaphakathi noma isinqumo soMlawuli noma isinqumo senhloko yebandla elizimele;

8.4.7 Izinhlinzeko zezigaba 14⁴ ezidinga umgwamanda womphakathi, ukwenza imanyuwali, kanye nendlela yokuthola ukufinyelela kumanuwali;

8.4.8 Izinhlinzeko zezigaba 15⁵ ukuhlinzekela ukudalulwa ngokuzithandela kwezigaba zamarekhodi yinhlangano yomphakathi;

8.4.9 zaziso ezikhishwe ngokwezigaba 22⁶

8.4.10 Imithethonqubo eyenziwe ngokwesigaba 92⁷.

8.5 Amalungu omphakathi angahlola noma enze amakhophi oMhlahlandlela emahhovisi ezinhlangano zikahulumeni noma ezizimele, kuhlanganisa nehhovisi loMlawuli, ngezikhathi zokusebenza ezijwayelekile.

⁴ Isigaba 14(1) se-PAIA- Isikhulu solwazi sebandla lomphakathi kufanele, okungenani ngezilimi ezintathu ezisemthethweni, senze kutholakale imanuwali equkethe ulwazi olusohlwini lwendima 4 ngenhla.

⁵ Isigaba 15(1) se-PAIA- Isikhulu solwazi sebandla lomphakathi, kufanele senze kutholakale ngendlela enqunyiwe incazelo yezinhlobo zamarekhodi enhlangano yomphakathi atholakala ngokuzenzekelayo ngaphandle kokuthi umuntu acele ukufinyelela.

⁶ Isigaba sama-22(1) se-PAIA- Isikhulu solwazi sebandla lomphakathi okwenziwa kuso isicelo sokufinyelela, kufanele ngesaziso sifune ukuthi ofake isicelo akhokhe imali enqunyiwe yesicelo (uma ikhona), ngaphambi kokuthi kuqhutshekwe nokusetshenzwa kwesicelo

⁷ Isigaba 92(1) se-PAIA sihlizeka ngokuthi –“uNgqongqoshe angenza, ngesaziso kwiGazethi, enze imithethonqubo ephathelene-
(a) nanoma yiluphi udaba oludingwa noma oluvunyelwe yilo Mthetho ukuba lunqunywe;
(b) nanoma yiluphi udaba oluphathelele nezimali ezikhokhwayo ezihlongozwe esigabeni sama-22 no-54;
(c) noma yisiphi isaziso esidingwa yilo Mthetho;
(d) imibandela efanayo okufanele isetshenziswe isikhulu sezokwazisa senhlangano yomphakathi lapho sinquma ukuthi yiziphi izigaba zamarekhodi okufanele zenziwe zitholakale ngokwesigaba se-15; futhi
(e) nanoma yiluphi udaba lokuphatha noma lwenqubo oludingekayo ukuze izinhlinzeko zalo Mthetho zisebenze.”

8.6 Umhlahlandlela ungatholakala -

8.6.1 ngesicelo kuSikhulu soLwazi noma inhloko yebandla elizimele, kusetshenziswa iFomu loku-1 elitholakala ku <https://infoeregulator.org.za/paia-forms/>;

8.6.2 ngesicelo, kuMlawuli Wezolwazi, ngokuthumela iFomu 1 (isicelo sekhophi yoMhlahlandlela) ku- PAIACompliance@infoRegulator.org.za; and

8.6.3 kusizindalwazi soMlawul (<https://infoeregulator.org.za/paia-guidelines/>).

9 INCAZELO YEZIHLOKO UMZIMBA OGCINE NGAZO AMAREKHODI KANYE NEZINKHIWO ZAMAREKHODI AGCINWE YI-CEF

Izihloko umgwamanda ophethe amarekhodi azo	Izigaba zamarekhodi aphethwe esihlokweni ngasinye
Imibhalo Yamasu, Izinhlelo, Iziphakamiso.	Imibiko Yonyaka, Uhlelo Lwesu, Uhlelo Lonyaka Lokusebenza.
Umnyango Wabasebenzi	- Izingqubomgomo nezingqubo zabasebenzi; - Okuthunyelwe okukhangisiwe; - Amarekhodi abasebenzi; - Ukufunda nokuthuthukisa isib: ukuthuthukiswa kwamakhono nezinhlelo zokuqeqesha - Uhlelo lokuqashwa ngokulingana kanye nezibalo - I-Organogram - Izingqubomgomo Nezingqubo Zokuqondisa Izigwegwe - Uhlelo Lokuqashwa Ngokulingana - Uhlelo Lokuthuthukiswa Kwabesifazane Nentsha - Uhlelo lokufunda nokuthuthukisa

Izihloko umgwamanda ophethe amarekhodi azo	Izigaba zamarekhodi aphethwe esihlokweni ngasinye
Ababambe iqhaza kanye Nezindaba Zokuxhumana	- Ukuzibophezela Komphakathi, Uxhaso kanye Noxhaso Lwemicimbi - Isu lababambe iqhaza kanye nezokuxhumana - Izinhlelo zokumaketha nokumaketha - Ibhulokhi Yokuxhumana Yangaphakathi kanye Nesiqeshana Esisha
Ezezimali	- Isitatimende Sezimali Esidlule Nesamanje - Olunye ulwazi oludingwa yi-PFMA ngonyaka wokubika nokubhala imibhalo - Izinqubomgomo Zezezimali Ezigunyaziwe - Ukuphathwa Kwempahla kanye Nokuqashiswa Kwempahla - Amathenda akhishiwe kanye nama-RFQ's - Ibhodi Nesakhiwo Sezimali
Amarekhodi e- Ibhizinisi Isinyathelo sokuqala kanye namasu	- Ukusebenza Kwenhlangano kanye Nezinhlalo Zebhizinisi - Imodeli Yesevisi Ehlanganyelwe - Isu Lebhizinisi - Uhlelo Lokuthuthukiswa Kwebhizinisi - I-Shareholder Compact - Iziqondiso zabaninimasheya - Igunya Lebhizinisi
Ukulawula, Ukuhambisana Nemisebenzi Yomthetho	- Uhlaka Lokuthobela kanye Nomthetho - Izinqubomgomo Nezinqubo - Isivumelwano Soxhaso - Imemorandamu Yokuqondana - Ukubambisana nokulingana - Uhlu Lwabaninimasheya kanye Nolwazi - Isivumelwano sokusebenzisana - Izinhlelo Zezempilo Nokuphepha Emsebenzini

Izihloko umgwamanda ophethe amarekhodi azo	Izigaba zamarekhodi aphethwe esihlokweni ngasinye
	- Ulwazi Lwezehlakalo Eziphezulu Nezindaba - Iziqondiso, Umyalelo Wenkantolo kanye Nezinqumo - Izivumelwano zokungadaluli kanye nezokugcinwa kuyimfihlo
Izinkonzo Zonobhala	- Unobhala Wenkampani - Ukuphathwa Kwamabhodi kanye Nokuphatha

10 ISAZISO SAKAMUVA MAYELANA NEZINKGABA ZAMAREKHODI E-CEF EZUTHOLAKALA NGAPHANDLE KOMUNTU OKUFANELE ACELE UKUFINYELELA

Ngokwesigaba 15 se-PAIA Isikhulu Solwazi se-CEF kufanele sithumele kuMlawuli Wolwazi incazelo yezigaba zamarekhodi e-CEF atholakalayo ngaphandle kokuthi umuntu acele ukufinyelela. Lesi sazipho siyatholakala futhi singatholakala kusizindalwazi soMnyango Wezimbiwa Namandla waseNingizimu Afrika: www.dmr.gov.za

Isaziso siyatholakala futhi futhi singatholakala kusizindalwazi se-CEF : www.cefgroup.co.za

Amarekhodi atholakala ngaphandle kwesicelo esisemthethweni:

- Imibiko Yonyaka edlule neyamanje
- Intengo kaphethiloli ephuma nyanga zonke kwabezindaba
- Abafaka amathenda bamanje nabakhishiwe
- Izikhala

Ulwazi oluvamile:

- Ukukhishwa Kwemidiya
- Abaphathi Abaphezulu
- Ibhodi labaqondisi
- Izaziso Zomphakathi

10. IZINKONZO EZIKHONA EMALUNGU OMPHAKATHI KU-CEF NOKUTHI UNGAFINYELELA KANJANI LEZO ZINKONZO

I-CEF ayinikezi ngokuqondile izinsiza emphakathini. Nokho, i-CEF ixhumana nomphakathi ngokusebenzisa:

- Ukubamba iqhaza komphakathi ekuthuthukisweni kwemithetho nenqubomgomo, ngokubiza umphakathi ukuthi ulethe imibono mayelana nokuthuthukiswa komthetho kanye nenqubomgomo okuhlosiwe.

11. UKUBANDAKAZWA KOMPHAKATHI EKWAKHIWENI KWENQUBOMGOMO NOMA EKUSETSHENZWENI KWAMANDLA NOMA UKWENZA IMISEBENZI YE-CEF

I-CEF ayikhi izinqubomgomo ngokuqondile nanoma yiluphi uguquko lomthetho, kodwa kungase kudingeke ukuthi ngezikhathi ezithile inikeze imibono nempendulo ngezinqubomgomo nanoma yiziphi izinguquko zezomthetho ezidingwa uhulumeni. Amalungu omphakathi angabamba iqhaza ekwakhiweni kwezinqubomgomo nanoma yiluphi uguquko lomthetho ngokubamba iqhaza komphakathi ngokuletha imibono mayelana nokuthuthukiswa kwemithetho nenqubomgomo okuhlosiwe ngokusebenzisa izinkundla ezinikeziwe noma izinyathelo. I-CEF isebenzisa amandla ayo futhi yenza imisebenzi yayo njengoba ijutshwe wuhlaka lomthetho olufanele ukuze lokhu kufezekwe, amalungu omphakathi angaletha iziphakamiso lapho uhulumeni ecele ukuthi umphakathi uphawule ngalolo hlaka lomthetho oluyisisekelo.

Imibono kanye nezethulo zamalungu omphakathi zizobe sezicutshungulwa yi-CEF kanye nababambiqhaza bomthetho abafanelekile maqondana nenqubomgomo/uhlaka lwemithetho ethile.

12. UKUSEBENZA KOLWAZI LOBUQU

12.1 Inhloso Yokucubungula

Inhloso lapho i-CEF icubungula imininingwane yomuntu iwukwenza umsebenzi wayo ngendlela efanele kanye nokwenza igunya layo ngokoMthetho Wesikhwama Samandla Esikhulu, 38 ka-1977 kanye neziqondiso zoNgqongqoshe ngemva kwalokho, lokhu kuhlenganisa ukucubungula ulwazi lomuntu siqu ukuze kungene izivumelwano, ukuthola izinsizakalo, ukuqasha, ukufinyelela ezakhiweni, etc.

12.2 Incazelo yezigaba Zezihloko Zedatha kanye nolwazi noma izigaba zolwazi oluhlobene nakho

Izigaba Zedatha	Zezihloko	Ulwazi lomuntu siqu olungase lucutshungulwe
Abafake Zokuqashwa	izicelo	Amagama nesibongo; imininingwane yokuxhumana (izinombolo zokuxhumana), ikheli le-imeyili; Indawo yokuhlala, ikheli leposi; umlando wobugebengu, ulwazi lwezemfundo (iziqu), inombolo kamazisi waseNingizimu Afrika, uhlanga, ubulili, ubulili, ubuzwe.
Amalungu avakashele amahhovisi e-CEF	omphakathi	Amagama nesibongo; inombolo kamazisi, igama lomqashi noma inkampani esebenzisana nayo, inombolo yokubhaliswa kwemoto, imininingwane yokuxhumana (inombolo yocingo noma kamakhalekhukhwini), inombolo ye-serial ye-laptop (uma ikhona)

Izigaba Zedatha	Zezihloko Ulwazi lomuntu siqu olungase lucutshungulwe
Isevisi inikeza/osonkontileka	Igama lenhlangano esemthethweni, inombolo yokubhalisa; Amagama abantu okuxhunyanwa nabo; ikheli lendawo kanye neleposi; imininingwane yokuxhumana (izinombolo zokuxhumana), inombolo yefeksi, ikheli le-imeyili);
Abasebenzi	Ubulili, ukukhulelwa; isimo sakho somshado; uhlanga, ubudala, ulimi, ulwazi lwezemfundo (iziqu); ulwazi lwezezimali; Umlando Wokusebenza; inombolo kamazisi; ikheli lendawo kanye neleposi; imininingwane yokuxhumana(izinombolo zokuxhumana), inombolo yefeksi, ikheli le-imeyili); umlando wobugebengu; izihlobo zabo (amalungu omndeni) ngokwezempilo, ubulili, ubuzwe, imvelaphi yobuhlanga, impilo yomzimba noma yengqondo, inhlalakahle, ukukhubazeka kanye nenkolo,
Abatshalizimali/abalingani abangaba khona	Igama lenhlangano esemthethweni, inombolo yokubhalisa; Amagama abantu okuxhunyanwa nabo; ikheli lendawo kanye neleposi; imininingwane yokuxhumana (izinombolo zokuxhumana), inombolo yefeksi, ikheli le-imeyili); ulwazi lwezezimali, amagama, izibongo nezinombolo kamazisi, ulwazi lwezemfundo (iziqu).

12.3 Abamukeli noma izigaba zabamukeli ulwazi lomuntu siqu olunganikezwa kubo

Isigaba solwazi lomuntu siqu	Abamukeli noma Izigaba Zabamukeli
Inombolo kamazisi namagama, okuhlolwa kobugebengu	I-State Security Agency/ I-Management Integrity Evaluation (MIE)/noma yiziphi ezinye iziphathimandla njengoba kudingwa umthetho
Iziqu, zokuqinisekisa ukufaneleka	I-South African Qualifications Authority/ Managed Integrity Evaluation (MIE)/noma yiziphi ezinye iziphathimandla njengoba kudingwa umthetho
Umlando wesikweletu nokukhokha, ukuze uthole ulwazi lwekhredithi	Izikhungo Zezikweletu nanoma yiziphi ezinye iziphathimandla njengoba kudingwa umthetho
Ulwazi lwebhayomethrikhi (izigxivizo zeminwe)	I-State Security Agency/Managed Integrity Evaluation (MIE)/noma yiziphi ezinye iziphathimandla njengoba kudingwa umthetho
Ulwazi lomsebenzi	I-UIF, i-SARS, abahlinzeki besikhwama se-provident, izikimu zezokwelapha, izinkampani zomshwalense, isikhwama sesinxephezelo kanye nanoma yiziphi ezinye iziphathimandla njengoba kudingwa umthetho.

12.4 Ukugeleza kwe-transborder okuhleliwe kolwazi lomuntu siqu

I-CEF ngezikhathi ezithile ingase ingene ezingxoxweni noma ezivumelwaneni nabantu besithathu ngaphandle kwemingcele yeRiphabhulikhi yaseNingizimu Afrika, okungaholela ekudluliseleni kolwazi lomuntu siqu kulawo maqembu esithathu. I-CEF izozama ukungena kulokho kusebenzelana noma izivumelwano nabantu besithathu abavela ezindaweni ezinezinyathelo ezifanayo noma ezinamandla zokuvikela imininingwane yomuntu noma ingene ezivumelwaneni nalabo bantu besithathu abanezinyathelo zokuvikela ezanele njengoba kuhlangoziwe yi-POPIA..

12.5 Incazelo Ejwayelekile Yezinyathelo Zokuvikeleka Kolwazi okufanele zisetshenziswe yinhlangano ebophezelekile ukuze kuqinisekисwe ukugcinwa kuyimfihlo, ubuqotho kanye nokutholakala kolwazi

12.5.1 I-CEF ivikela ubuqotho kanye nokugcinwa kuyimfihlo kolwazi kumarekhodi ewaphethe ngezinyathelo ezifanele neziphusile zobuchwepheshe kanye nenhlangano ngokuthatha izinyathelo ezifanele, eziphusile zobuchwepheshe kanye nenhlangano ukuvimbela:

12.5.1.1 ukulahlekelwa, ukulimala noma ukucekelwa phansi okungagunyaziwe kolwazi lomuntu siqu; futhi

12.5.1.2 ukufinyelela okungekho emthethweni noma ukucutshungulwa kolwazi lomuntu siqu.

12.5.2 I-CEF nayo ithathe izinyathelo ezifanele zoku:

12.5.2.1 ihlonze zonke izingcuphe zangaphakathi nezangaphandle ezingabonakala ngokuzwakalayo kolwazi lomuntu siqu olukulo noma olulawulwa yilo;

12.5.2.2 ukusungula nokugcina izivikelo ezifanele ezingozini ezihlonziwe;

12.5.2.3 qinisekisa njalo ukuthi izivikelo zisetshenziswa ngempumelelo; futhi

12.5.2.4 qinisekisa ukuthi izivikelo zivuselelwa ngokuqhubekayo mayelana nezingozi ezintsha noma ukushiyeka kwezivikelo ezasetshenziswa ngaphambilini.

12.5.3 Izinyathelo ezithathwe yi-CEF ukuqinisekisa ukuvikelwa kolwazi zibandakanya:

12.5.3.1 Ukulawula Ukungena;

12.5.3.2 Ukubethelwa Kwedatha;

12.5.3.3 Amakhono Aqinile Okuqapha, Ukucwaninga Amabhuku kanye Nokubika;

12.5.3.4 Izipele Zedatha;

12.5.3.5 Ama-anti-virus kanye ne-Anti-malware Izixazululo;

12.5.3.6 Ukuqwashisa kanye Nokuqapha; futhi

12.5.3.7 Izivumelwano ziphothulwa nama-Opharetha ukuze kuqaliswe ukulawulwa kwezokuphepha.

13. UKUTHOLAKALA KWENCWADI

13.1 Le Manuwali itholakala ngalezi zilimi ezintathu ezisemthethweni ezilandelayo -

13.1.1 IsiNgisi;

13.1.2 IsiZulu

13.1.3 Sipedi

13.2 Ikhophi yale Manuwali noma inguqulo yayo ebuyekeziwe, iyatholakala futhi ngale ndlela elandelayo -

13.2.1 ku www.cefgroup.co.za uma ikhona, yebandla lomphakathi;

13.2.2 ehhovisi elikhulu lebandla lomphakathi ukuze lihlolwe ngumphakathi ngemuva kwesaziso esizwakalayo nangesikhathi samahora okusebenza ajwayelekile;

13.2.3 kunoma yimuphi umuntu ngesicelo nangemva kokukhokhwa kwemali enqunyiwe efanele; futhi

13.2.4 kuMlawuli Wolwazi uma ucela.

13.3 Imali yekhophi yeManuwali, njengoba kuhlangozwe kusithasiselo B seMithethonqubo, iyokhokhwa ngekhophi ngayinye enosayizi ongu-A4 eyenziwe.

14. IZIMALI EZISHIWO

Ngokwesigaba 22 se-PAIA, i-CEF kufanele ifune ukuthi umfakisicelo, ngaphandle komfakisicelo siqu sakhe, akhokhe imali yesicelo enqunyiwe (uma ikhona), ngaphambi kokuthi kuqhutshekwe nokusetshenzwa kwesicelo sokufinyelela olwazini.

Lezi zimali zimi kanje:

Imali yesicelo – uma isicelo siwukuthola irekhodi eliqukethe ulwazi lomuntu siqu mayelana nomfakisicelo, angeke ayikhokhe imali yesicelo. Noma yisiphi esinye isicelo kufanele sihambisane nemali yesicelo edingekayo, okuyiyo njengamanje R100.00;

Imali yokufinyelela – uma isicelo sivunyiwe ngakho-ke imali yokufinyelela kufanele ikhokhwe ukuze kukhiqizwe kabusha amarekhodi kanye nesikhathi esingaphezu kwehora elilodwa lokucwaninga nokulungisa amarekhodi ukuze adalulwe. Lapho isikhathi sokulungiselela amarekhodi ukuze adalulwe kungenzeka sidlule amahora ayisithupha, kungase kudingeke idiphazithi ingxenye eyodwa kwezintathu yemali okulindelekile yokufinyelela;

15. UKUBUYEKEZWA KWENCWADI

I-CEF, uma kunesidingo, izobuyekeza futhi ishicilele le Manuwali minyaka yonke.

Ukugunyazwa

Ayanda Noah

USihlalo Weqembu le-CEF

IFOMU 2

ISICELO SOKUFINYELELA UKUREKHODA

[Umthethonqubo 7]

QAPHELA:

1. Ubufakazi bokuthi ungubani kumele bunamathiselwe ngumfakisicelo.
2. Uma izicelo ezenziwe egameni lomunye umuntu, ubufakazi balokho kugunyazwa, kufanele bufakwe kuleli fomu.

KUYA: Isikhulu Solwazi

(Ikheli)

Ikheli le-imeyili:

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Inombolo yefeksi:

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Maka nge an "X"

☐

Isicelo senziwa egameni lami

☐

Isicelo senziwa egameni lomunye umuntu

ULWAZI LOMUNTU SIQU			
Amagama Aphelele			
Inombolo kamazisi			
A m a n d l a o k w e n z a i s i c e l o n g a w o (lapho w e n z i w e e g a m e n i l o m u n y e u m u n t u)			
Ikheli Leposi			
Ikheli lesitaladi			
Ikheli le-imeyili			
	Tel. (B):		Ifeksi:

Izinombolo Zokuthintana	Iselula:			
Amagama abantu esenziwa lakhe (uma kusebenza):				
Inombolo kamazisi				
Ikheli Leposi				
cacile 14 / 5,000 Imiphumela yokuhumusha Umphumela wokuhumusha Ikheli lesitaladi				
Ikheli le-imeyili				
Izinombolo Zokuthintana	Tel. (B)		Ifeksi	
	Iselula			
IMINININGWANE YEREKHODI Eceliwe <i>Nikeza imininingwane egcwele yerekhodi okuceliwe ukufinyelela kulo, kuhlenganisa nenombolo yereferensi uma uyazi, ukuze irekhodi litholakale. (Uma isikhala esinikeziwe singenele, sicela uqhubeke ekhasini elihlukile bese ulinamathisela kuleli fom. Wonke amakhasi engeziwe kufanele asayinwe.)</i>				
Incazelo yerekhodi noma ingxenye efanele yerekhodi:				
Inombolo yesithenjwa, uma ikhona				

Noma yimiphi eminye imininingwane yerekhodi	
UHLOBO LWEREKHODI <i>(Maka ibhokisi elisebenzayo ngo "X")</i>	
Irekhodi libhalwe phansi noma liphrintiwe	
<i>Irekhodi lihlanganisa izithombe ezibonakalayo (lokhu kuhlanganisa izithombe, amaslayidi, amavidiyo aqoshiwe, izithombe ezikhiqizwe ngekhompuyutha, imidwebo, etc)</i>	
Irekhodi liqukethe amagama aqoshiwe noma ulwazi olungaphinde lwenziwe ngomsindo	
Irekhodi ligcinwe kukhompuyutha noma nge-elektronikhi, noma ifomu elifundeka ngomshini	
IFOMU LOKUFINYELELA <i>(Maka ibhokisi elisebenzayo ngo- "X")</i>	
<i>Ikhophi ephrintiwe yerekhodi (okuhlanganisa namakhophi anoma yiziphi izithombe ezibonakalayo, okulotshiweyo kanye nolwazi olugcinwe kukhompuyutha noma ngendlela ye-elektronikhi noma efundeka ngomshini)</i>	
<i>Okulotshiweyo okubhaliwe noma okuphrintiwe kwezithombe ezibonakalayo (lokhu kuhlanganisa izithombe, amaslayidi, ukurekhodwa kwamavidiyo, izithombe ezikhiqizwe ngekhompuyutha, imidwebo)</i>	
<i>Ukulotshwa kwengoma yomsindo (idokhumenti ebhaliwe noma ephrintiwe)</i>	
<i>Ikhophi yerekhodi ku-flash drive (kuhlanganise nezithombe ezibonakalayo namaculo)</i>	
<i>Ikhophi yerekhodi ku-compact disc drive (kuhlanganise nezithombe ezibonakalayo namaculo)</i>	
Ikhophi yerekhodi elondolozwe kuseva yesitoreji samafu	
INDLELA YOKUFINYELELA <i>(Maka ibhokisi elisebenzayo ngo- "X")</i>	
<i>Ukuhlolwa komuntu siqu kwerekhodi ekhelini elibhalisiwe lenhlangano yomphakathi/ezimele (okuhlanganisa nokulalela amagama aqoshiwe, ulwazi olungaphinda lukhiqizwe ngomsindo, noma ulwazi olugcinwe kukhompuyutha noma nge-elektronikhi noma ifomu elifundeka ngomshini)</i>	
Amasevisi eposi ekhelini leposi	
Amasevisi eposi ekhelini lomgwaqo	
Isevisi ye-courier ekhelini lomgwaqo	

Ifeksi yolwazi ngefomethi ebhaliwe noma ephrintiwe (okuhlanganisa nokulotshiweyo)		
I-imeyili yolwazi (okuhlanganisa namaculo uma kungenzeka)		
Ukwabelana kwamafu/ukudlulisa ifayela		
Ulimi oluncanyelwayo (Qaphela ukuthi uma irekhodi lingatholakali ngolimi oluthandayo, ukufinyeleleka kunganikezwa ngolimi irekhodi elitholakala ngalo)		
IMININGWANE YELUNGELO LOKUSETSHENZISWA NOMA UKUVIKELELWA <i>Uma isikhala esinikeziwe singenele, sicela uqhubeke ekhasini elihlukile bese ulinamathisela kuleli fom. Umfakisicelo kumele asayine wonke amakhasi engeziwe.</i>		
Khomba ukuthi yiliphi ilungelo okufanele lisetshenziswe noma livikelwe		
Chaza ukuthi kungani irekhodi eliceliwe lidingeka ukuze kusetshenziswe noma kuvikelwe ilungelo elishiwo ngenhla:		
IZIMALI a) Imali yesicelo kumele ikhokhwe ngaphambi kokuthi isicelo sicutshungulwe. b) Uzokwaziswa ngenani lemali yokufinyelela okufanele ikhokhwe. c) Imali ekhokhwayo yokuthola irekhodi incike ohlotsheni oludingeka ngalo kanye nesikhathi esidingekayo sokucinga nokulungisa irekhodi. d) Uma ufaneleka ukukhululwa ekukhokheni noma iyiphi imali, sicela usho isizathu sokukhululwa		
Isizathu		

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

Ikheli leposi	Ifeksi	Ukuxhumana ngogesi (Sicela ucacise)

Kusayinwe ku _____ lokhu _____ usuku lwe _____ 20 _____

Isiginesha yoMfakisiselo/umuntu ofakelwa isicelo egameni lakhe

UKUSETSHENZISWA NGOKUSEMTHETHWENI

<i>Inombolo yesithenjwa:</i>	
<i>Isicelo sitholwe ngu:</i> <i>(Isikhundla Sombuso, Igama</i> <i>Nesibongo Sesikhulu Solwazi)</i>	
<i>Idethi etholwe ngayo:</i>	
<i>Izimali zokufinyelela:</i>	
<i>Idiphozithi (uma ikhona):</i>	

Isiginesha Yesikhulu Solwazi