

## PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

### PUBLIC BODY MANUAL

#### 1. INTRODUCTION: DESCRIPTION OF STRUCTURE AND FUNCTION

The South African National Roads Agency Limited ("SANRA"), is an independent, statutory company registered in terms of the Companies Act, 1973. The South African Government, represented by the Minister of Transport, is the sole shareholder of SANRA. Its mandate is to develop, maintain and manage South Africa's 16 170 kilometers of national road network.

#### 2. CONTACT DETAILS OF THE PUBLIC BODY

- 2.1 Name of Body: South African National Roads Agency SOC Limited  
Company registration number 1998/009584/06
- 2.2 Physical Address: 48 Tambotie Avenue  
Val De Grace  
Pretoria
- 2.3 Postal address: PO Box 415  
Pretoria  
0001
- 2.4 Telephone: (012) 844 8000  
Telefacsimile: (012) 844 8200  
Website: [www.nra.co.za](http://www.nra.co.za)

#### 3. INFORMATION OFFICER

- Name: Nazir Alli  
Physical and Postal Address: as above  
Telephone and Telefacsimile: as above  
E-Mail: [alli@nra.co.za](mailto:alli@nra.co.za)
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#### **4. DEPUTY INFORMATION OFFICER**

Name: Haniel Motaung  
Physical and Postal Address: as above  
Telephone and Telefacsimile: as above  
E-Mail: motaungh@nra.co.za

#### **5. SECTION 10 GUIDE**

5.1 In terms of section 10 of the Promotion of Access to Information Act, 2000 ("PAIA") a guide containing the following information will be available from the Human Rights Commission by no later than August 2003:

- 5.1.1 how to access a record of a private body and the assistance that is available from the Human Rights Commission in this regard;
- 5.1.2 how to lodge a court application against a decision of a head of a private body;
- 5.1.3 what fees are payable for accessing documentation; and
- 5.1.4 information that has been voluntarily disclosed by the private body.

5.2 The contact details of the South African Human Rights Commission are as follows:

PAIA Unit

The Research and Documentation Department

Postal Address: Private Bag 2700, Houghton, 2041

Telephone: +27 11 484 8300

Telefacsimile: +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)

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**6. RECORDS THAT ARE AUTOMATICALLY AVAILABLE FOR INSPECTION AND PURCHASING IN TERMS OF SECTION 15 (1) (A) (I) AND (II).ALSO AVAILABLE ON OUR WEB-SITE**

- 6.1 The following records are automatically available, and need not be requested in accordance with the request procedure:
- 6.1.1 a policy on Geometric Design of Highways and Streets (TRH17/UTG1);
  - 6.1.2 Manual for the Preparation of Detailed Geometric Design Plans for National Roads, G2 Manual;
  - 6.1.3 Planning Manual G3: Manual for Final Design Drawings for National Roads;
  - 6.1.4 South African Roads Agency Drainage Manual;
  - 6.1.5 Technical Recommendations for Highways: Geometric Design of Rural Roads;
  - 6.1.6 South African Road Traffic Signs Manual, Volume 1-4;
  - 6.1.7 Access to and from facilities next to National Roads;
  - 6.1.8 Standard and Typical Plans of the Agency;
  - 6.1.9 Urban Transport Guidelines: Guidelines for the Geometric Design of Urban Arterial Roads;
  - 6.1.10 Code of Procedure for the Planning and Design of Structures;
  - 6.1.11 Technical Recommendations for Highways: Subsurface Drainage for Roads, Draft TRH15;
  - 6.1.12 Technical Recommendations for Highways Structure Design of Flexible Pavement for Interurban and Rural Roads;
  - 6.1.13 Concrete Pavement Design: Manual M10;
  - 6.1.14 The Classification of Pavement Rehabilitation Design Methods (TRH12);
  - 6.1.15 Urban Transport Guideline: Structure Design of Segmental Block Pavement for South Africa (UTG2);
  - 6.1.16 Technical Recommendations for Highways: Surfacing Seals for Rural and Urban Roads(TRH3);
  - 6.1.17 Technical Recommendations for Highways: Flexible Pavement Rehabilitation (TRH12);
  - 6.1.18 Technical Recommendation for Highways: Selection and Design of Hot-mix Asphalt Surfaces for Highways (TRH8);
  - 6.1.19 Technical Recommendations for Highways: Guidelines for Road Building Materials (TRH14);
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- 6.1.20 COLTO: Standard Specifications for Road and Bridge Works;
- 6.1.21 Standard Specifications for Toll Collection Equipment;
- 6.1.22 Standard Specification for Operation and Maintenance of Toll Facilities in South Africa;
- 6.1.23 Standard Specifications for Routine Road Maintenance by Contract, August 1997;
- 6.1.24 Pro Forma Contract Document including Tender Rules and amendments to General Conditions of Contract and Standard Specifications;
- 6.1.25 General Conditions of Contract: FIDIC;
- 6.1.26 Pro Forma Contract Document for Concession Contracts;
- 6.1.27 SANRAL Geometric Design Guidelines (G2);
- 6.1.28 Policy and procedures for road planning and design;
- 6.1.29 Notice of submission of addresses and fees for applications for outdoor advertising.

**7. RECORDS THAT ARE AVAILABLE IN TERMS OF OTHER LEGISLATION AND FOR COPYING IN TERMS OF SECTION 15(1)(A)(II):**

- 7.1 Where applicable and insofar as the requester complies with the requirements set out in the relevant act, the requester may request information which is available in terms of the following legislation:
    - 7.1.1 The Basic Conditions of Employment Act 75 of 1997;
    - 7.1.2 The Companies Act 61 of 1973;
    - 7.1.3 Employment Equity Act 55 of 1998;
    - 7.1.4 The Income Tax Act 58 of 1962;
    - 7.1.5 Labour Relations Act 66 of 1995;
    - 7.1.6 Skills Development Act 97 of 1998;
    - 7.1.7 Skills Development Levies Act 9 of 1999;
    - 7.1.8 Deeds Registries Act 47 of 1937;
    - 7.1.9 Unemployment Insurance Act 30 of 1966;
    - 7.1.10 Value Added Tax Act 89 of 1991;
    - 7.1.11 Occupational Health and Safety Act 85 of 1993;
    - 7.1.12 Pension Funds Act 24 of 1956;
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- 7.1.13 Stamp Duties Act 77 of 1968;
- 7.1.14 Wages Act 5 of 1957;
- 7.1.15 Workmens Compensation Act 30 of 1941;
- 7.1.16 National Environmental Management Act 107 of 1998;
- 7.1.17 The South African National Roads Agency Limited and National Roads Act 7 of 1998;
- 7.1.18 Public Finance Management Act 1 of 1999;
- 7.1.19 Alienation of Land Act 68 of 1981;
- 7.1.20 Access to Information Act 2 of 2000;

**7.2 RECORDS AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15 (1)(a)(iii)**

- 7.2.1 Outdoor Advertising Regulations;
- 7.2.2 The Road to Safety Strategy;
- 7.2.3 Horizon 2010.
- 7.2.4 Annual Report

**8. SUBJECTS AND CATEGORIES OF INFORMATION HELD**

- 8.1 Financial information:
    - 8.1.1 statutory books of account;
    - 8.1.2 fixed assets register.
  - 8.2 Human Resources:
    - 8.2.1 human resources policy;
    - 8.2.2 employment equity report;
    - 8.2.3 skills development report;
    - 8.2.4 personnel records;
    - 8.2.5 disciplinary records;
    - 8.2.6 statistics on job creation.
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- 8.3 Company secretarial:
    - 8.3.1 Minutes of board meetings;
    - 8.3.2 Resolutions of the board;
    - 8.3.3 Statutory books;
    - 8.3.4 Declaration of interests by Directors.
  - 8.4 Operational information:
    - 8.4.1 toll plaza electronic data;
    - 8.4.2 environmental impact assessments;
    - 8.4.3 agreements with Provincial Governments;
    - 8.4.4 title deeds;
    - 8.4.5 Standard tender documents;
    - 8.4.6 endorsements of expropriation;
    - 8.4.7 design plans;
    - 8.4.8 pavement management system records;
    - 8.4.9 traffic counts;
    - 8.4.10 minutes of site meetings;
    - 8.4.11 survey data;
    - 8.4.12 policy on unsolicited bids;
    - 8.4.13 Toll tariffs.
  - 8.5 The universal resource locator of SANRA's website is [www.nra.co.za](http://www.nra.co.za). The website contains the following information:
    - 8.5.1 SANRA's details;
    - 8.5.2 information on roads;
    - 8.5.3 current and latest tenders;
    - 8.5.4 social responsibility policy.
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## **9. REQUEST FOR ACCESS TO RECORDS HELD BY THE PUBLIC BODY**

### **9.1 Forms and Fees**

9.1.1 A request for information must be made in the prescribed form, must be addressed to the information officer or , and must be submitted together with the prescribed fee.

9.1.2 The prescribed request form and details regarding the prescribed fees are available from the head of the public body and from the South African Human Rights Commission, whose contact details are set out in paragraph 2.2 above.

### **9.2 Request Procedure**

9.2.1 The prescribed application form must be completed. If the requester needs information on where to obtain the application form, or any other matter, the requester should contact the deputy information officer (see contact details in section 4).

9.2.2 The requester should provide sufficient detail on the application form to allow the deputy information officer to identify the records requested, as well as the identity of the requester. The requester should indicate which form of access is required, and whether the record concerned is preferred in a particular language. The requester must provide a postal address or fax number. If, in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, the requester should state that manner and the necessary particulars.

9.2.3 If the 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.

9.2.4 The completed application form must be sent to the deputy information officer (see contact details in section 4).

9.2.5 The requester must submit the prescribed fee of R35.00 together with the application, except in cases where the requester requires access to a personal record, containing information about himself or herself.

9.2.6 The application will be processed, and the requester will be informed of the fees (if any) that must be paid.

9.2.7 The requester should note that the Act prescribes certain circumstances in which the information officer is obliged to advise a third party of a request for information that concerns him or her.

9.2.8 The information officer will decide whether or not to grant the request. This decision will be taken as soon as reasonably possible, and within 30 days after the request has been received (in some cases, the information officer may extend this period by a further 30 days, and the requester will be notified of this). Note that access to certain records may be refused on the grounds set out in the Act.

9.2.9 After access is granted, actual access to the records requested will be given as soon as reasonably possible.

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9.2.10 If the request is refused, the information officer will advise the requester in writing of the reasons for refusing access to the record.

9.2.11 The requester may lodge an appeal with a court of law if access to a record is not granted.

## **10. AVAILABILITY OF THE MANUAL**

10.1 This manual is available for inspection at SANRA's offices, free of charge.

10.2 A copy of this manual can be obtained from the South African Human Rights Commission, can be accessed using the the universal resource locator, [www.nra.co.za](http://www.nra.co.za) and was published in the Government Gazette.

10.3 It should be noted that the manual accessible on SANRA's website and in the Government Gazette, does not include the request forms or the fee structure. The request forms and fee structure can be obtained via the SAHRC website, details of which are set out above, or via the website of the Department of Justice and Constitutional Development, which website can be accessed using the universal resource locator, [www.doj.gov.za](http://www.doj.gov.za)

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**( TSHIVENDA TRANSLATION)**

**MULAYO WA MVELAPHANA YA U KONA U SWIKELELA MAFHUNGO WA VHUVHILI (2) WA 2000.**

**IWALO A DZANGANO A VHATHU**

**1. MARANGAPHANA: HALUTSHEDZO NA MUSHUMO WA DZANGANO**

Zhendedzi o elwaho a zwa Dzibada dza Lushaka Afrika Tshipembe ( South African National Road Agency Limited ( “ SANRA” ) ), ndi khamphani ya mulayo yo iimisaho nahone yo iwalisaho u ya nga Mulayo wa Dzikhamphani wa 1973. Muvhuso wa Afrika Tshipembe wo imelwa nga Minisita wa Vhuendi ane a vha mue wa mikovhe ya SANRA. Maana a dzangono ii ndi u vha na mvelaphana, u londola na u langa tserekano ya dzikhilomitha dza 16 170 dza bada dza lushaka dza Afrika Tshipembe.

**2. ZWIDODOMBEDZWA NGA VHUALO ZWA HUNE VHA NGA KWAMA HONE VHA DZANGANO A VHATHU**

2.1 Dzina a dzangano: Zhendedzi o elwaho a zwa Dzibada dza Lushaka SOC dza Afrika Tshipembe ( South African National Roads Agency Limited)

Nomboro ya u iwalisa ya khamphani ndi 1998/009584/06

2.2 iresi ya Tshifhao: 48 Tambotie Avenue

Val De Grace

Pretoria

2.3 iresi ya Bogisi

a Poswo: PO Box 415

Pretoria

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2.4 Luingo: (012) 844 8000

Fekisi: (012) 844 8200

Website: [www.nra.co.za](http://www.nra.co.za)

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### 3. MUOFISIRI WA ZWA MAFHUNGO

Dzina: Nazir Alli  
iresi ya Tshifhao na ya  
Bogisi a Poswo: sa afho nha  
Luingo na Fekisi: sa afho nha  
E-Mail: [alli@nra.co.za](mailto:alli@nra.co.za)

### 4. MUFARISA MUOFISIRI WA ZWA MAFHUNGO

Dzina: Haniel Motaung  
iresi ya Tshifhao na ya  
Bogisi a Poswo: sa afho nha  
Luingo na Fekisi: sa afho nha  
E-Mail: [motaungh@nra.co.za](mailto:motaungh@nra.co.za)

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## 5. NDAELA DZA KHETHEKANYO YA VHUFUMI (10)

5.1 U ya nga khethekanyo ya vhufumi ya Mulayo wa Mvelaphana ya u kona u swikelela mafhungo wa 2000, ( " PAIA") ndaela ine ya vha na mafhungo a tevhelaho i o wanala kha Khomishini ya Pfanelo dza Vhathu wedzi wa hangule 2003 u saathu u fhira.

5.1.1 vha nga swikelela hani rekhodo/ iwalo a dzangano a phuraivethe khathihi na u wana thuso ine ya vha hone u bva kha Khomishini ya Pfanelo dza Vhathu nga ha izwi;

5.1.2 vha nga dzhenisa hani khumbelo ya khothe musi vha sa tendelani na tsheo ine ya nga vha yo dzhiwa nga hoho ya dzangano a phuraivethe;

5.1.3 mbadelo dzi nga vha vhugai uri vha kone u swikelela mawalo, na

5.1.4 mafhungo ane a vha o bviselwa khagala nga dzangano a phuraivethe nga u tou funa.

5.2 Zwidombedzwa nga vhualo zwa hune vha nga kwama hone vha Khomishini dza Pfanelo dza Vhathu ndi hu tevhelaho:

Yuniti ya PAIA

Muhasho wa zwa hoisiso na zwa Mawalwa

iresi ya Tshisagana tsha Poswo: Private Bag 2700, Houghton, 2041

Luingo: + 27 11 484 8300

Fekisi: + 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)

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**6. REKHODO DZINE DZA WANALA HI SI NA VHULEME MULAYO 15(1)(a)(i)&(ii). WEBSITE I NA MAFHUNGO A TEVHELALO.**

6.1 Rekhodo dzi tevhelaho dzi a kona u wanala hu si na vhuleme, nahone a dzi oi uri vha dzi humbele nga nila ya maitete a khumbelo.

6.1.1 mulayo nga ha u ola Bada Khulwane na Zwiaraa;

6.1.2 iwalo a Ndugiselo dzo dodombedziwaho dza Dzipulane dza u ola Bada dza Lushaka, iwalo a G2;

6.1.3 iwalo a nzudzanyo a G3: iwalo a u fhedzisa a u ola Bada dza Lushaka;

6.1.4 iwalo a Zhendedzi a u elela ha Dzibada dza Afrika Tshipembe;

6.1.5 Themendelo ya thekhniki ya Bada Khulwane: U oliwa ha Bada dza Mahayani

6.1.6

6.1.7

6.1.8

6.1.9 iwalo a Tswayo dza Vhuendi ha Afrika Tshipembe;

6.1.10 Zwivhana zwa u dzhena fhethu hune ha vha tsini na Bada Khulwane dza Lushaka;

6.1.11 Zhendedzi a Nzudzanyo dza Lushaka dzo linganelaho;

6.1.12 Milayo ine ya tevhedziwa nga kha Vhuendi ha Dzoroboni: Milayo i tevhedziwaho ya u ola Bada Khulwane dza Dzoroboni;

6.1.13 Khoudu ya maitete a nzudzanyo na u ola zwifhao;

6.1.14 hoisiso ya vhulingani nomboro 2, 3, na 4;

6.1.15 Khoudu ya maitete a iwalo a Nzudzanyo;

6.1.16 Themendelo ya thekhniki ya Bada Khulwane: Mapaipi a u bvisa mai a elelaho nga fhasi ha Bada, irafuthi TRH15;

6.1.17 Maitete a Dainamiki a khouni ya Phenetromitha ( phevimennde dzi langeaho);

6.1.18 Themendelo dza thekhniki dza u ola zwifhao zwa dzibada khulwane dzine dza vha vhukati ha dziorobo na mahayani;

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- 6.1.19 Maitele a u vuseledza nga u ola phevimennde nga u shumisa mutshini Afrika Tshipembe;
  - 6.1.20 U ola phevimennde ya khonkiriti: iwalo a M10;
  - 6.1.21 Maitele a u vuseledza nga u ola phevimennde u ya nga khethekanyo;
  - 6.1.22 Milayo i tevheliwaho nga Vhuendi ha Dzoroboni: U ola dungo a Tshifhao a Tshigwada tsha Phevimennde dza Afrika Tshipembe;
  - 6.1.23 Themendelo dza thekhiniki dza Bada Khulwane: U valiwa nga nha ha bada dza Mahayani na dza Dzoroboni;
  - 6.1.24 Themendelo ya thekhiniki ya Bada Khulwane: Mveseledzo i leluwaho ya Phevimennde;
  - 6.1.25 Themendelo ya Bada Khulwane: Khetho na u ola Tshigoniri tshi shelwaho nha ha Bada Khulwane;
  - 6.1.26 Birou ya zwa Vhulingani ya Afrika Tshipembe (SABS): Khaniso dzo fhambanaho;
  - 6.1.27 Themendelo dza thekhiniki dza Bada Khulwane: Milayo i tevheliwaho ya zwishumiswa zwa u fhaa Bada;
  - 6.1.28 COLTO: Vhulingani ho Tiwaho ha Mishumo ya Bada na Dziburoho;
  - 6.1.29 Vhulingani ho Tiwaho ha Mishumo ya u fhaa;
  - 6.1.30 Vhulingani ho Tiwaho ha Mishumo ya zwa Muagasi na zwa Vhukhanikhi;
  - 6.1.31 Vhulingani ho Tiwaho ha u kuvhanganya Thundu ya mbadelo dza dziburoho;
  - 6.1.32 Vhulingani ho Tiwaho ha zwa Mishumo na Ndongolo ya Thundu dza buroho dza Afrika Tshipembe
  - 6.1.33 Vhulingani ho Tiwaho ha u londola Bada tshifhinga tshohe nga thendelano ( koniraka), hangule 1997;
  - 6.1.34 iwalo a thendelano ya tsumba-thengo i katelaho milayo ya thendara na milayonyangaredzo ya thendelano na vhulingani ho tiwaho;
  - 6.1.35 Milayo nyangaredzo ya thendelano: COLTO
  - 6.1.36 Milayo nyangaredzo ya thendelano: FIDIC
  - 6.1.37 iwalo a thendelano nga ha u fhungudziwa ha koniraka;
  - 6.1.38 Milayo i tevheliwaho ya SANRAL ya u ola;
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6.1.39 Milayo na Maitete a nzudzanyo na u ola bada

6.1.40 Ndvhadzo ya ndiso ya dziadiresi na dzimbadelo dza khumbelo ya khunguwedzo dza nga nna

**7. REKHODO DZINE DZA VHA HONE/ DZA UNWALULULA U YA NGA MINWE MITHEO YA MILAYO 15(1)(a)(ii):**

7.1 Hune zwa konadzea kana arali muhumbeli a tshi kona u swikelela hoea dzo tiwaho nga mulayo, muhumbeli a nga humbela mafhungo ane a vha hone u ya nga milayotewa u tevhelaho:

7.1.1 Maitete a mutheo wa mulayo 75 wa zwa Mishumo wa 1997;

7.1.2 Mulayo 61 wa zwa Dzikhamphani wa 1973;

7.1.3 Mulayo 55 wa zwa u Thola nga nila yone wa 1998;

7.1.4 Mulayo 58 wa zwa Muthelo wa mbuelo wa 1962;

7.1.5 Mulayo 66 wa zwa Vhushaka ha vhashumi wa 1995;

7.1.6 Mulayo 97 wa Mveledziso ya Vhutsila wa 1998;

7.1.7 Mulayo 9 wa Muthelo wa mveledziso ya Vhutsila wa 1999

7.1.8 Mulayo 47 wa hune Tsumbavhue dza wanala hone wa 1937;

7.1.9 Mulayo 30 wa Ndindakhombo ya vha shayaho mishumo wa 1966;

7.1.10 Mulayo 89 wa Muthelo wa zwirengwa wa 1991;

7.1.11 Mulayo 85 wa Tsireledzo na zwa Mutakalo wa vhashumi mishumoni wa 1993

7.1.12 Mulayo 24 wa Tshikwama tsha Phensheni wa 1956;

7.1.13 Mulayo 77 wa Tshiembe tsha pfanelo wa 1968;

7.1.14 Mulayo 5 wa zwa Miholo wa 1957;

7.1.15 Mulayo 30 wa zwa Ndifhelo dza vhashumi wa 1941;

7.1.16 Mulayo 107 wa zwa Vhulanguli ha vhupo ha Lushaka wa 1998

7.1.17 Mulayo 7 wa zwa Dzibada dza Lushaka dza Afrika Tshipembe wo elwaho na Bada dza Lushaka wa 1998;

7.1.18 Mulayo 1 wa zwa Vhulanguli ha Masheleni a vhatu wa 1999;

7.1.19 Mulayo 68 wa zwa Mbuelo ya Vhue ya shango wa 1981;

7.1.20 Mulayo 2 wa zwa wa u kona u swelekela kha vhudivhi wa 2000;

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**7.2 REKHODO DZINE DZA VHA HONE U YA NGA MITHEO YA MILAYO 15(1)(a)(iii)**

- 7.2.1 Ndaulo ya khungedzelo dza nga nna;
- 7.2.2 Majtele a u swelekela kha mutheo wa tsireledzo;
- 7.2.3 Mbonalelo ya 2010;
- 7.2.4 Ripoto

**8. HOHO NA KHETHEKANYO DZA MAFHUNGO O VHEKANYIWAHO**

- 8.1 Mafhungo a zwa muvhalelano:
    - 8.1.1 Bugu ya mulayo ya zwa muvhalelano;
    - 8.1.2 Redzhisiara ya ndaka yo vhwahwo;
  - 8.2 Vhashumi
    - 8.2.1 mulayo wa vhashumi;
    - 8.2.2 Muvhigo/ ripoto ya milayo ya u lingana siani a u thola;
    - 8.2.3 Muvhigo/ ripoto ya mveledziso ya Vhutsila/ Zwikili;
    - 8.2.4 Muvhigo wa vhashumi;
    - 8.2.5 Muvhigo wa Ndaiso;
    - 8.2.6 Zwitatasitiki u ya nga ha u sikwa ha mishumo.
  - 8.3 Muwaleli wa Khamphani
    - 8.3.1 Maambiwa a muangano wa khorwana;
    - 8.3.2 Tsheo yo dzhiwaho nga khorwana;
    - 8.3.3 Bugu dza milayo;
    - 8.3.4 Nivhadzo ya dzangalelo nga Vhalanguli.
  - 8.4 Mafhungo a maitete a kushumele
    - 8.4.1 data ya mutshini wa mbadelo dza pulaza dza dzibada;
    - 8.4.2 tsedzuluso nga ha mutsiko vhuponi;
    - 8.4.3 thendelano vhukati ha Mihasho na Madzingu;
    - 8.4.4 Bammbiri dza mulayo dza pfanelo ya vhue;
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- 8.4.5 themendelo ya u dzhiela muthu ndaka ine a vha nayo;
  - 8.4.6 u ola dzipulane;
  - 8.4.7 rekhodo dza maitele a vhulanguli ha dziphevimennde;
  - 8.4.8 muvhalelano wa zwa vhuendi;
  - 8.4.9 maambiwa a miangano ya fhethu;
  - 8.4.10 data ya tzedzuluso;
  - 8.4.11 mulayo wa u bida nga u funa;
  - 8.4.12 Ndifhelo ya gethe la badani.
- 8.5 Tshisumbi tsha zwithu nga vhuphara tsha SANRA website ndi [www.nra.co.za](http://www.nra.co.za). Website i na mafhungo a tevhelaho:
- 8.5.1 zwidombedzwa nga ha SANRA;
  - 8.5.2 mafhungo nga ha dzibada;
  - 8.5.3 thendara dzine dza vha hone zwino na dzine dza kha i o vha hone;
  - 8.5.4 mulayo wa vhuifhinduleli kha zwa matshilisano.

## **9. KHUMBELO YA U KONA U WANA REKHODO DZINE DZA VHAHONE DZA DZANGANO A VHATHU**

- 9.1 Dzifomo na Mbadelo
    - 9.1.1 Khumbelo ya mafhungo i fanela u itiwa kha fomo ya hone, nahone i fanela u airesiwa kha muofisiri wa zwa mafhungo nahone i fanela u rumelwa na mbadelo yo teaho kana yo bulwaho.
    - 9.1.2 Fomo ya khumbelo yo teaho/ tiwaho na mafhungo a elanaho na mbadelo zwi wanala kha murangaphana wa dzangano a phuraivethe na kha Khomishini ya Pfanelo dza Vhathu ya Afrika Tshipembe, hune nomboro dzavho dza vhukwamani dzo buliwa kha phara 2.2 afho nha.
  - 9.2 Nila i tevhelwaho ya khumbelo
    - 9.2.1 Fomo yo tiwaho ya khumbelo i fanela u adziwa. Arali muhumbeli a tshioa u ivha uri a nga wana ngafhi fomo ya khumbelo, kana nga ha zwiwe-vho, muhumbeli a nga kwamana na mufarisa muofisiri wa zwa mafhungo ( kha vha sedze hune vha nga kwamana nae kha tshipia 4).
-



- 9.2.2 Muhumbeli u fanela u ea zwohe zwi oeaho nga vhualo kha fomo ya khumbelo u itela uri mufarisa muofisiri wa zwa mafhungo a kone u ivha rekhodo ya mafhungo ine ya khou humbelwa, khathihi na u ialusa (vhue) ha muhumbeli. Muhumbeli u fanela u sumbedza uri ndi fomo ifhio ya tswikelelo ine ya khou oea, na uri rekhodo yo no khou oea i khou oea nga luambo lufhio. Muhumbeli u fanela u ea na iresi yawe ya poswo kna nomboro ya fekisi. Hone arali muhumbeli a tshi nga takalela u fhinduliwa nga iwe nila malugana na khumbelo yawe u fanela u i bula; nahone u fanela u ea zwithu zwohe zwo taho.
- 9.2.3 Arali khumbelo yo itiwa i tshi khou itelwa muwe muthu, muhumbeli u fanela u sumbedza uri ndi ngani a tshi khou humbelela muthu uyo, lune muofisiri a sala o fushea.
- 9.2.4 Fomo yo adziwaho ya khumbela i fanela u isiwa ha mufarisa muofisiri wa zwa mafhungo (kha vha sedze hune vha nga kwamana nae kha tshipia 4).
- 9.2.5 Muhumbeli u fanela u bvisa mbadelo yo tiwaho ya R35-00 khathihi na fomo ya khumbelo, nga nnani ha musu muhumbeli a tshi khou oa u swikelela rekhodo dza nga ha ene mue, dzine dza vha na mafhungo awe.
- 9.2.6 Khumbelo i o shumiwa, lune nga murahu muhumbeli a o ivhadzwa nga ha mbadelo dzine dza o tea u badelwa arali dzi hone.
- 9.2.7 Muhumbeli u fanela u zwiivha zwauri Mulayo u randa mawe maimo ane muofisiri wa zwa mafhungo a tea u ea ngeletshedzo muhumbeli nga ha khumbelo yawe ine hu nga vha hu na mawe mafhungo a kwamaho ene mue.
- 9.2.8 Muofisiri wa zwa mafhungo u o dzhia tsheo uri u a ea kana ha ei muhumbeli khumbelo yawe naa. Tsheo hei i dzhiwa nga murahu ha mauvha a 30 musu khumbelo yo wanala (kha mawe maimo muofisiri wa zwa mafhungo a nga engedza tshifhinga itshi nga mawe mauvha a 30, hone muhumbeli u o ivhadzwa nga ha izwi). Kha vha dzhie nzelele uri u swikelela dziwe rekhodo zwi kha i haniwa nga nhani ha mulayo wadzo.
- 9.2.9 Nga murahu ha musu tswikelelo yo ewa, tswikelelo ya vhukuma ya rekhodo dzo humbeliwaho i o ewa nga khonadzeo yohe.
- 9.2.10 Hone arali khumbelo yo landulwa, muofisiri wa zwa mafhungo u o ivhadza muhumbeli nga luwalo uri ndi ngani khumbelo yawe ya u swikelela dzirekhodo yo haniwa.
- 9.2.11 Muhumbeli anga humbela khahululo na kotho ya mulayo arali a songo ewa maana a u swikelela dzirekhodo.
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## 10 U WANALA HA IWALO

- 10.1 iwalo ii i wanala lwa tsedzuluso ofisini dza SANRA hu sina mbadelo.
  - 10.2 Khophi ya iwalo ii i nga wanala ofisini dza Khomishini ya Pfanelo dza Vhathu ya Afrika Tshipembe, nahone i nga wanala muthu a tshi khou shumisa tshisumbi tsha mafhungo [www.nra.co.za](http://www.nra.co.za) nahone yo anadziwa kha Gazette ya Muvhuso.
  - 10.3 Zwi fanela u dzhielwa nzhele uri iwalo i wanalaho kha website ya SANRA na kha Gazette ya Muvhuso a o ngo katela fomo ya khumbelo na tshivhumbeo tsha mbadelo. Fomo dza khumbelo na tshivhumbeo tsha mbadelo zwi nga wanala kha website ya SHRC, zwidombedzwa zwa hone vha nga zwi wana afho nha kana kha website ya Muhasho wa zwa Vhulamukanyi na Mveledziso ya Ndayotewa, lune vha nga swikelela izwo nga u shumisa tshisumbi tsha mafhungo, [www.doj.gov.za](http://www.doj.gov.za)
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**(XHOSA TRANSLATION)**

**UMTHETHO WESI-2 KA-2000 WOKUKHUTHAZA UKUFIKELELA KULWAZI**

**INCWADI YOKUFUNDISA YEBHODI YOLUNTU**

**1. ISINGENISO: INKCAZO NGESAKHIWO NOMSEBENZI**

I-Arhente eNcinci yezeNdlela zikaZwelonke zoMzantsi Afrika (South African Roads Agency Limited - "SANRA), yinkampani ezimeleyo, emiswe ngokomthetho nebhaliswe ngokoMthetho weeNkampani ka-1973. URhulumente woMzantsi Afrika, emelwe nguMphathiswa wezoThutho, kuphela kwakhe onesabelo kwi-SANRA. Igunya layo kukuphuhlisa, ukugcina nokulawula ama--16 170 eekhilomitha zonxibelelwano lweendlela zoMzantsi Afrika.

**2. IINKCUKACHA ZONXIBELELWANO ZEBHODI YOLUNTU**

- 2.1 IGama leBhodi: I-Arhente eNcinci yezeNdlela zikaZwelonke SOC zoMzantsi Afrika  
Inombolo yokubhaliswa kweNkampani 1998/009584/06
- 2.2 Idilesi yesakhiwo: 48 Tambotie Avenue  
Val De Grace  
Pretoria
- 2.3 Idilesi yeBhokisi yePosi: P.O Box 415  
Pretoria  
0001
- 2.4 IFoni: (012) 844 8000  
IFeksi: (012) 844 8200  
IWebsite: [www.nra.co.za](http://www.nra.co.za)

**3. IGOSA LOKWAZISA**

- Igama: Nazir Alli
- Idilesi yesakhiwo neyebhokisi yeposi: Ifana nale ingasentla  
Ifana nale ingasentla
- IFoni neFeksi: Ifana nale ingasentla
- I-E-Mail : [alli@nra.co.za](mailto:alli@nra.co.za)
-

#### 4. AMAGOSA OKWAZISA ANGAMASEKELA

Igama: Haniel Motaung  
Idilesi yesakhiwo neyebhokisi yeposi: Ifana nale ingasentla  
IFoni neFeksi: Ifana nale ingasentla  
I-E-mail: [motaungh@nra.co.za](mailto:motaungh@nra.co.za)

#### 5. ISIKHOKHELO SECANDELO LE-10

5.1 Ngokwecandelo le-10 loMthetho ka-2000 wokuKhuthaza ukuFikelela kuLwazi (Promotion of Access to Information Act-“PAIA), isikhokhele esiqulathe olu lwazi lulandelayo siya kufumaneka kwiKhomishini yamaLungelo oLuntu engegqithanga u-Agasti 2003:

- 5.1.1 indlela yokufikelela kwingxelo ebhaliweyo yebhodi yangasese noncedo olufumaneka kwiKhomishini yamaLungelo oLuntu ngalo mba;
- 5.1.2 indlela yokufaka isicelo senkundla ngokuchasene nesigqibo somphathi webhodi yangasese;
- 5.1.3 ntlawulo ni ekhutshelwa ukufikelela kumaxwebhu agciniweyo; no-
- 5.1.4 lwazi olupahazwe ngokuzithandela kwebhodi yangasese

5.2 linkcukacha zonxibelelwano neKhomishoni yoMzantsi Afrika yezamaLungelo

oLuntu zimi ngolu hlobo:

Iyunithi i-PAIA

ISebe loPhando nobungqina obukumaXwebhu

Idilesi yebhokisi yeposi: Private Bag 2700, Houghton, 2041

Ifoni: +27 11 484 8300

Ifeksi: +27 11 484-0582

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

I-E-Mail: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

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## **6. IINGXELO EFUMANEKA LULA NGOKUKHAWULEZA ZOGOCOGOCO KUNYE NENTENGO MALUNGA NECONDELO 15(1)(A) AND (II). NAZO ZIYAFUMANEKA KWI WEB-SITE YETHU**

6.1 Ezingxelo zilandelayo zifumaneka nje ngokuzenzekelayo, kwaye akukho mfuneko

yokuba zicelwe ngokwemigaqo yokucela:

- 6.1.1 inqubo yoYilo ngokwemigca neeMbobo (Geometric Design), kooHohla beendlela neziTalatato;
  - 6.1.2 INcwadi yokuFunda ngoMbilini wooHohla bendlela: Ingxelo eyodwa 209;
  - 6.1.3 Uphuhliso lwezoThutho noMhlaba;
  - 6.1.4 INcwadi yokuFunda yoYilo-G1: UYilo olussiSeko, lweeNdlela neeBhulorho;
  - 6.1.5 INcwadi yokuFunda yokuLungiselela iNkcukacha zoYilo ngokweMigca neeMbobo yeeNdlela zikaZwelonke, iNcwadi yokuFunda engu-G
  - 6.1.6 INcwadi yokuFunda yoYilo-G3: INcwadi yokuFunda yeMizobo yokuGqibela yoYilo yeeNdlela zikaZwelonke;
  - 6.1.7 INcwadi yokuFunda ngemiBhobho yokukhupha amanzi ye-Arhente yoMzantsi Afrika
  - 6.1.8 IiNgcebiso zobuGcisa ngooHohla beNdlela: Uyilo ngokweMigca neeMbobo, lweeNdlela zaseMaphandleni;
  - 6.1.9 INcwadi yokuFunda ngeemiQondiso yeNdlela eMzantsi Afrika , Volume 1-4;
  - 6.1.10 Toegang van en na Fasiliteite langs Nasionale Deurpaaie
  - 6.1.11 UYilo oluseMgangathweni noluloLona-lona lulolwe-Arhente
  - 6.1.12 ImiGaqo esisiKhokhelo yeziThuthi zeendawo eziseDolophini: IMigaqo esisiKhokhelo yoYilo ngokweMigca neeMbobo, yeeNdlela zaseDolophini ezingooNothumela;
  - 6.1.13 INgqokolela yemiThetho yeNkqubo yoYilo noCwangciso lweZakhiwo;
  - 6.1.14 INgxelo eseMgangathweni, yoPhando –Nombolo2.3 no-4;
  - 6.1.15 INcwadi yokuFunda iNgqokolela yeMithetho yeNkqubo yoYilo;
  - 6.1.16 IiNgcebiso zobuGcisa ngooHohla beNdlela: ImiBhobho yokukhupha amanzi ehamba ngaPhantsi, , uYilo TRH15;
  - 6.1.17 IMethodi yeDynamic Cone Penetromitha (iipavumente ezinokuguququka)
  - 6.1.18 Amacebo obuGcisa ngoYilo lweSakhiwo sooHohla beNdlela, lweePavumente ezinokuGuququka lweeNdlela zaseDolophini nezasemaPhandleni;
  - 6.1.19 IMethodi yokuVuselela iPavumente esebenza ngomatshini yoMzantsi Afrika;
  - 6.1.20 UYilo lwePavumente yeSamente : INcwadi yokuFunda M10;
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- 6.1.21 UHlelo lweeMethodi zoYilo loVuselelo lePavumente;
  - 6.1.22 ImiGaqo esisiKhokhelo yeziThuthi eDolophini: uYilo lweSakhiwo sePavumente esisiQingatha esiyioBloko somzantsi Afrika;
  - 6.1.23 IiNgcebiso zobuGcisa zooHohla beeNdlela: Iitywina eziNgaphezulu (eziVelileyo) kwiiNdlela zasemaPhandlelni nezaseziDolophini;
  - 6.1.24 IiNgcebiso zobuGcisa zooHohla beeNdlela: UVuselelo lweePavumente eziGuqugukayo;
  - 6.1.25 IiNgcebiso zobuGcisa zooHohla beeNdlela: UKhetho noYilo bemiphazulu boohohla beeNdlela boMxube oShushu (hotmix) weTha;
  - 6.1.26 ImiMiselo yeMigangatho yoMzantsi Afrika (Bureau of Standards-SABS): UShicilelo ngoShicilelo;
  - 6.1.27 IiNgcebiso zobuGcisa ngooHohla beeNdlela: ImiGaqo esisiKhokhelo yeziNto ezisetyenziswa kulwaKhiwo lweNdlela;
  - 6.1.28 COLTO: ImiGangatho eBalulweyo yeMisebenzi yeeNdlela neeBhulorho
  - 6.1.29 ImiGangatho eBalulweyo yemiSebenzi yoKwakha;
  - 6.1.30 ImiGangatho eBalulweyo yeMisebenzi yoMbane nobuGcisa;
  - 6.1.31 ImiGangatho eBalulweyo yeziXhobo zokuQokolela iRhafu (Toll);
  - 6.1.32 ImiGaqo eBalulweyo yokuSebenza nokuGcinwa kweziXhobo zeRhafu (itholi) eMzantsi Afrika;
  - 6.1.33 ImiGaqo eBalulweyo yesiQhelo sokuGcinwa kweNdlela ngesiVumelwano (kontraki), Agasti 1997;
  - 6.1.34 UXwebhu lwesiVumelwano oliyi-Pro Forma ludibanisa nemiThetho yoNikelo leXabiso loMsebenzi ofun'ukwenziwa (iThenda) neziLungiso kwiiMeko Gabalala zesivumelwano nemigaqo eBalulweyo ;
  - 6.1.35 IiMeko gabalala zesiVumelwano: COLTO (General Conditions of Contract);
  - 6.1.36 IiMeko gabalala zesiVumelwano: FIDIC;
  - 6.1.37 UXwebhu lwesiVumelwano oliyi-Pro Forma sokunika iMvume yeziVumelwano;
  - 6.1.38 ImiGaqo ye-SANRAL esisiKhokhelo yoYilo ngokweMigca neeMbobo;
  - 6.1.39 IMigaqo-Nkqubo kunye neeNkqubo zokucwangcisa nokuyila iindlela;
  - 6.1.40 Isaziso sokungenisa idilesi kunye nentlawulo yezicelo zomsebenzi zokupapashwa emaphepheni.
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## **7. IINGXELO EZIBHALIWEYO EZIFUMANEKAYO NGOKOLUNYE UWISO-MTHETHO, KUNYE UKHUPHELELA MALUNGA NO SECTION 15(1)(a)(ii):**

7.1 Apho kufaneleke khona nalapho umceli evumelana neemfuno ezibekwe kumthetho

ofanelekileyo, umceli unokucela ulwazi olufumanekayo ngokolu Wiso-Mthetho lulandelayo:

- 7.1.1 IiMeko ezisiSiseko zoMthetho weNgqesho 75 ka-1997;
  - 7.1.2 UMthetho weeNkampani 61 ka-1973;
  - 7.1.3 Umthetho weNgqesho ngokuLinganayo 55 ka- 1998;
  - 7.1.4 UMthetho weRhafu yeNgeniso 58 ka-1962;
  - 7.1.5 UMthetho wezoLwalamo/Nxulumano lwabaSebenzi;
  - 7.1.6 UMthetho weeKhansile zeeNkonzo zezoMmandla;
  - 7.1.7 UMthetho woPhuhliso lobuChule 97 ka-1998;
  - 7.1.8 UMthetho weeRhafu woPhuhliso lobuChule 9 ka-1999;
  - 7.1.9 UMthetho weNdawo ekugcinwa kuyo iRejista yeziGqibo 47 ka-1937;
  - 7.1.10 UMthetho woQeqesho loninzi lwaBantu 56 ka-1981;
  - 7.1.11 UMthetho we-Inshorensi yokuNgaqeshwa 30 ka-1966;
  - 7.1.12 UMthetho weRhafu eyoNgezwa kwiXabiso lempahla 89 ka-1991;
  - 7.1.13 UMthetho wezeMpilo nokhuseleko 85 ka-1993;
  - 7.1.14 UMthetho weNgxowa yoMhlala-phantsi 24 ka-1956;
  - 7.1.15 UMthetho wokuSetyenziswa kweSitampu 77 ka-1968;
  - 7.1.16 UMthetho weMivuzo 5 ka-1957;
  - 7.1.17 UMthetho weMbuyekezo yaBasebenzi 30 ka-1941;
  - 7.1.18 UMthetho woLawulo lwezisiNgqongileyo lukaZwelonke 107 ka-1998;
  - 7.1.19 UMthetho woGcino noLawulo wokhuseleko lwezinto zeXabiso 85 ka-1992;
  - 7.1.20 UMthetho we-Arhente ezincinci zeeNdlela zikaZwelonke woMzantsi Afrika kunye noMthetho weNdlela zikaZwelonke 7 ka-1998;
  - 7.1.21 UMthetho woLawulo lweMali yoluntu 1 ka-1999;
  - 7.1.22 UMthetho wokuHluthwa ubunini boMhlaba 68 ka-1981;
  - 7.1.23 Umthetho welmvume yolwazi kwe 2 ka- 2000;
-

## **7.2. INGXELO IYAFUMANEKO NGAPHANDLE KWENTLAWULO NECONDELO 15 (1)(A)(iii)**

7.2.1 ImiMiselo yeZaziso ezenziwa ngaPhandle;

7.2.2 Indlela ekhasekileyo eya kubuchule;

7.2.3 Ulundi luka 2010.

7.2.4 Ingxelomali Yonyaka

## **8. IZIHLOKO NEENDIDI ZOLWAZO OLUGCINIWEYO**

### **8.1 Ulwazi ngemali:**

8.1.1 iincwadi zengxelo-mali ezimiswe ngokusemthethweni;

8.1.2 irejista ngezinto ezikhoyo, ezizinzileyo.

### **8.2 Izibonelelo zabasebenzi**

8.2.1 umthetho nkqubo wezibonelelo zabasebenzi;

8.2.2 iikontraki zengqesho;

8.2.3 ingxelo yengqesho ngokulinganayo;

8.2.4 ingxelo ngophuhliso lobugcisa;

8.2.5 iingxelo ngabasebenzi;

8.2.6 iingxelo ngoqeqesho lolwaphulo mthetho;

8.2.7 ingqokolela yamanani ngokudalwa kwamathuba omsebenzi.

### **8.3 oonobhala benkampani:**

8.3.1 imizuzu yentlanganiso yebhodi;

8.3.2 izigqibo zebhodi;

8.3.3 iincwadi zengxelo ngokomthetho;

8.3.4 ubhengezo lwemidla ngabalawuli.

### **8.4 Ulwazi lokuqhutywa komsebenzi:**

8.4.1 iindawo ekugcinwa kuzo, kwiimatshini zombane, ulwazi ngeplaza yeendlela ezirhafelwayo;

8.4.2 uvavanyo lwefuthe lokusingqongileyo;

8.4.3 izivumelwano nooRhulumente bamaPhondo;

8.4.4 amaxwebhu ngamalungelo;

8.4.5 amaxwebhu ngokunikwa kwexabiso lomsebenzi;



- 8.4.6 ukuqiniselwa (ukungqinwa) kokuhluthwa kwento umntu anayo;
- 8.4.7 iiplani zoyilo;
- 8.4.8 amaxwebhu agciniweyo ngolawulo lwepavumente;
- 8.4.9 ukubalwa kwezithuthi endleleni;
- 8.4.10 imizuzu yeentlanganiso zeziza/ amaxuwa;
- 8.4.11 ingqokolela yamanani ngeeprojekthi zokudambisa indlala;
- 8.4.12 idatha ngohlolo;
- 8.4.13 inkqubo-siseko ngokubizwa kwamaxabiso angasiwanga gqwetheni;
- 8.4.14 Umnikelo Ntlawulo.

8.5 Indawo, jikelele, yokubonisa uncedo lwe-website yeSANRA ngu- [www.nra.co.za](http://www.nra.co.za).

Iwebsite iqulethe ezi nkukacha zilandelayo:

- 8.5.1 iinkukacha zeSANRA;
- 8.5.2 ulwazi ngeendlela;
- 8.5.3 ukunikwa kwamaxabiso asetyenziswayo nagawona matsha
- 8.5.4 inkqubo-siseko yeemfanelo zezentlalo.

## **9. ISICELO SOKUFIKELELA KUMAXWEBHU AGCINWE YIBHODI YOLUNTU**

9.1 Amaxwebhu nemirhumo:

9.1.1 Isicelo solwazi masenziwe kuxwebhu oluxeliweyo, malusingiselwe kwigosa lolwazi okanye, lungeniswe kunye nomrhumo oxeliweyo.

9.1.2 Uxwebhu lwesicelo esixeliweyo kunye nenkcukacha ezimalunga nomrhumo Oxeliweyo ziyafumaneka kwintloko yebhodi yabucala nakwiKhomishini yamaLungelo oLuntu yoMzantsi Afrika, enkukacha zayo zoqhagamshelwano zidalancwe kumhlathi 2.2 ngasentla.

9.2 INkqubo yokuCela

9.2.1 Uxwebhu lokufaka isicelo olumiselweyo malugcwaliswe. Ukuba umceli ufuna ulwazi lwalapho angafumana khona uxwebhu lokufaka isicelo, okanye nawuphi na umba ongomnye, umceli makaqhagamshelane nesekele legosa lolwazi (jonga iinkukacha zonxibelelwano kwicandelo 4).

9.2.2 Umceli makanike iinkukacha ezaneleyo kuxwebhu lokufaka isicelo ukwenzela ukuba isekela legosa lolwazi libe nokuwatyumba amaxwebhu agcine ulwazi, kwanokubona ukuba ngubani umceli. Umceli makabonise ukuba leliph iixwebhu lokufikelela elifunekayo, nokuba uxwebhu olo ulukhetha ngolwimi oluthile na. Umceli makanike idilesi yeposi okanye inombolo yefeksi. Ukuba, ngaphezu kwesicelo

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esibhaliweyo, umceli unqwenela ukwaziswa ngesigqibo sesicelo nangoluphi uhlobo olulolunye, umceli makaluxele olo hlobo kunye neenkukacha ezifunekayo.

- 9.2.3 Ukuba isicelo senziwe egameni lomnye umntu, umceli makabonise ubungqina begunya lokuba enze eso sicelo, akwenze oko ngokwanelisayo kwigosa lolwazi.
- 9.2.4 Uxwebhu lwesicelo oluzalisiweyo maluthunyelwe kwisekela legosa lolwazi Bona iinkukacha kwicandelo 4).
- 9.2.5 Umceli makanikele umrhumo omiselweyo wamaR35.00 kunye noxwebhu lwesicelo, ngaphandle kwakwiimeko apho umceli acela ukufikelela kwirekhodi engaye, enenkukacha ngaye.
- 9.2.6 Isicelo siya kugqithiswa, ze umceli aziswe ngomrhumo omawuhlawulwe (ukuba ukhona).
- 9.2.7 Umceli makaqaphele ukuba uMthetho ubeka iimeko ezithile apho igosa lolwazi Libophelekileyo ukuba licebise umntu ongomnye ngesicelo seenkukacha eziphathelele kuloo mntu.
- 9.2.8 Igosa lolwazi luya kwenza isigqibo asinike okanye hayi, kusinina isicelo eso. Esi sigqibo siya kuthathwa ngokona kukhawuleza kunokwenzeka, zingegqithanga iintsuku ezingama- 30 emva kokuba isicelo sifunyenwe, (kwezinye iimeko, igosa lolwazi lingalandisa eli xesha ngezinye iintsuku ezingama-30, kwaye nomceli uya kwaziswa ngoku ). Qaphela ukuba ukufikelela kwezinye iirekhodi kungaliwa ngokwemigaqo ebekwe guMthetho.
- 9.2.9 Emva kokuba ukufikelela kuvunyiwe, okona kufikelela ncam kwiirekhodi ezicelilweyo kuya kunikwa ngokona kukhawuleza kunokwenzeka.
- 9.2.10 Ukuba isicelo salliwe, igosa lolwazi liya kumazisa umceli ngokumbhalela, limxelele ngezizathu sokwaliwa kwesicelo sakhe.
- 9.2.11 Umceli usenokufaka isibheni enkundleni yamatyala ukuba akavunyelwanga ukuba afikelele kwirekhodi ethile.

## 10. UKUFUMANEKA KWENCWADI YOKUFUNDA

- 10.1 Le ncwadi iyafumaneka ukuba ipopolwe kwii-ofisi zeSARA, felefele.
  - 10.2 Ikopi yale ncwadi yokufunda inokufunyanwa kwikhomishini yamaLungelo oLuntu, kungafikelelwa kuyo ngokusebenzisa isibonisi jikelele, [www.nra.co.za](http://www.nra.co.za) kwaye yapapashwa nakwigazethi kaRhulumente.
  - 10.3 Makuqatshelwe ukuba incwadi yokufunda iyafikeleleka kwiwebsite yeSANRA mnakwigazethi kaRhulumente, ayiwabandakanyi amaxwebhu okufaka izicelo okanye ukuma kwemirhumo. Amaxwebhu okufaka izicelo nokuma kwemirhumo kungafunyanwa ngokugqitha kwiwebsite yeSANRA, enkukacha zayo ezibekwe apha ngasentla, okanye ngokuya kwiwebsite yeSebe lezoBulungisa noPhuhliso lwemithetho yoLawulo, eweb-site yayo ingafikelelwa ngokusebenzisa u-[www.doj.gov.za](http://www.doj.gov.za)
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