



Western Cape
Government

Western Cape
Gambling and Racing Board

Wes-Kaapse Raad op Dobbelary en Wedrenne • Ibhodi Yelentshona Kapa
Yokungcakaza Ngemali Neyemidyarho

**IMANYUWALI NGOKWEMIBA
YECANDELO LE14
LOMTHETHO WESI2 KA2000
WOKUKHUTHAZWA
KOKUFIKELELA KULWAZI,
OHLAZIYIWEYO**

01 SEPTEMBER 2025

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1. INTSHAYELELO

UMthetho ka2000 wokuKhuthaza ukuFikelela kuLwazi ("iPAIA") (UMthetho wesi2 ka2000), ohlaziyiweyo, wapapashelwa ukunika umgaqosiseko ifuthe lokufikelela kulwazi olugcinwe nguRhulumente okanye ngomnye umntu, lwazi olo lufunekayo ukuze kusebenze okanye kukhuselwe nawaphi na amalungelo. Eli lilungelo eliqukwe kwiCandelo lama32 loMgaqo-siseko weRiphabhlikhi yoMzantsi Afrika, ka1996.

IBhodi yokuNgcakaza neMidyarho eNtshona Koloni ("i-WCGRB") liZiko (3C) loNcedisoQoqosho loRhulumente elibhaliswe ngokwemigaqo yoMthetho woLawulo lweMali, ka1999 (Umthetho woku1 ka1999), njengoko ohlaziyiweyo ("PFMA"). I-WCGRB yasekwa ngokoMthetho wokuNgcakaza neMidyarho yeNtshona Koloni, ka1996, njengoko uhlonyelwe ("Umthetho") kwaye ngokweCandelo le14 lePAIA kwaye inyanzelekile ukuba ibe nemanuwali ebhaliweyo malunga neenkukacha kunye nolwazi ogcinwe yiWCGRB.

Eyona njongo ingundoqo weWCGRB kukulawula yonke imisebenzi yokungcakaza, imidyarho kunye nezinto ezenzeka kwiPhondo leNtshona Koloni kwaye izigqibo zixhomekeke kuMthetho womgaqonkqubo okhutshwa liBhunga eliLawulayo. I-WCGRB inoxanduva lokumisela ukuthembeka kuluntu kunye nokuthemba ukuba ukungcakaza kwiPhondo kuqhutywa ngaphandle kwezenzo zorhwaphilizo nokophula umthetho kunye nokungcakaza okungekho mthethweni nemicimbi yemidyarho.

2. IIMFUNO ZECANDELO LE14 LEPAIA

2.1 UBUME BE-WCGRB

2.1.1 I-WCGRB

Ngokwemiba ephathelene nalo Mthetho, aMalungu eWCGRB aqeshwa okwethutyana liBhunga eliLawulayo ngokuhambelana nenkqubo emiselweyo. Kwenziwa isibonelelo senkqubo yokuthatha inxaxheba koluntu ekutyunjweni kwabagqatswa njengamalungu eBhodi.

Ngokwemiba ephathelene nalo Mthetho, iWCGRB inamalungu asixhenxe (angenamandla olawulo), aza kuba ngabantu abafanelekileyo abanolwazi namava afanelekileyo. UMphathiswa wezeMali wePhondo ubeka, ekhetha kumalungu eWCGRB, uSihlalo noSekela-Sihlalo. Amalungu eBhodi atyunjelwe ixesha elingaphezulu kweminyaka emine (4), asenokukhethwa ukuba asebenze unyaka omnye owongezelelweyo (1) liBhunga eliLawulayo.

2.1.2 IGOSA ELIYINTLOKO KULAWULO

IGosa eliyiNtloko kuLawulo ngumntu oqeqeshelwe lomsebenzi nonamava, oqeshwe yi-WCGRB ukuncedisa i-WCGRB ukuba ifezekise igunya layo lowiso-mthetho. IGosa eliyiNtloko kuLawulo liphendula kwi-WCGRB mayela nale miba:

- (i) Imisebenzi yeWCGRB eqhubeka imihla yonke;
- (ii) Indlela yokusebenza ngoxanduva lwemali yonke, ulawulo nokubhala kushicilelewa yonke imisebenzi yeWCGRB.

2.1.3 IIKOMITI ZEWCGRB

I-WCGRB, ngokweCandelo le11 loMthetho, yaseka iikomiti ezincinci isebenzisa amalungu ayo ukuze ongamele imicimbi engqale nemiba enxulumene nolushishino lokungcakaza kumacandelo ohlukeneyo. I-WCGRB ibeka usihlalo ngamnye kwiKomiti ethile. IiKomiti zisebenzisa igunya lamandla ngokwezibonelelo zoMthetho weWCGRB njengoko zingaphixani nezibonelelo ezo. I-WCGRB yenze ulungiselelo and changed to ulungiselelo ngokuthatha iTshata yekomiti encinci ebonisa iziphakams[i]o nezindululo zayo. IiKomiti zeWCGRB zezi zilandelayo:

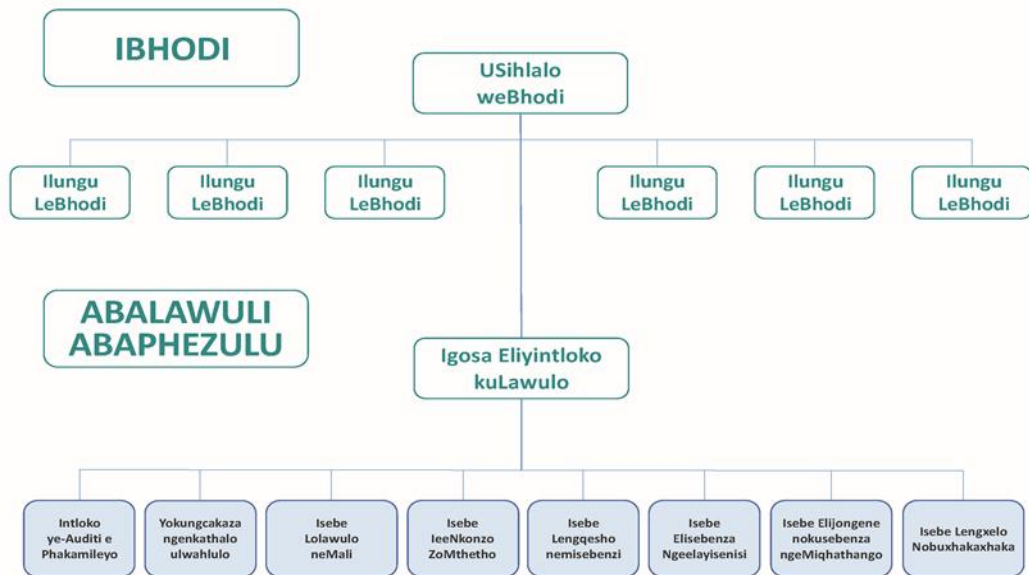
- (i) Ikomiti Yophicothoncwadi;
- (ii) Ikomiti Yemali, ubuChwephesha boLwazi neeNdlela zokuziPhatha;
- (iii) Ikomiti Yomdyarho wamahashe;
- (iv) Ikomiti Ejongene NoMatshini Ohlawula Imali engephi;
- (v) Ikomiti yeKhasino;
- (vi) Ikomiti Ejongene Nobakho Kwabantu Bokusebenza; kunye
- (vii) NeKomiti Esebenza Ngeelayisenisi
- (viii) Responsible Gambling Committee (Ikomiti Yokungcakaza ngenkathalo)

2.1.4 AMASEBE EWCGRB

I-WCGRB inamasebe amaninzi awohlukeneyo ayincedisayo ukunika ifuthe kwizindululo zomthethommiselo nezindululo ezingendlela yokusebenza kwegunya lamandla ayo nemisebenzi. Amasebe ame ngolu hlobo:

- (i) I-Ofisi yeGosa EliyiNtloko yoLawulo
- (ii) Isebe Leenkonzongomthetho
- (iii) Isebe Lengqesho nemisebenzi
- (iv) Isebe Lolawulo neMali
- (v) Isebe Elijongene nokusebenza ngeMiqhathango
- (vi) Isebe Elisebenza Ngeelayiyisenisi
- (vii) Isebe Lengxelo Nobuxhakaxhaka (IT).

2.1.5 IZIKHUNDLA ZE-WCGRB



2.2 UKUSEBENZA NAMANDLA

I-WCGRB yasekwa ngenjongo enondoqo okukulawula nokumisela imiqathango ephathelene nokungcakaza kunye nemidyarho neminye imisebenzi eyayamene noko eNtshona Koloni. Imisebenzi kunye namandla ayo aboniswe kwiCandelo le12 loMthetho. Ukushwankathela umsebenzi, amandla egunya nendima ye-WCGRB eyile: Ukwenza isimemo sokufakwa kwezicelo zelayisenisi yokungcakaza ngokwemiba yoMthetho:

- (i) Ukumema izicelo zeelayisenisi ngokwalo Mthetho;
- (ii) Ukufumana ulwazi nokuphanda izicelo zelayisenisi kuzwelonke nephondo;
- (iii) Ukukhutshwa kwelayisenisi kuzwelonke nephondo kubantu abaqeqeshelwe loo nto okanye abafanelekileyo, kuxhomekeke kwiimeko ezibonwa zifanelekile yiWCGRB;
- (iv) Kuphandwe nzulu ngokufaneleka kunye nomdla wabantu ukufumana iilayisenisi okanye ishishini elihambelana nelayisenisi;
- (v) Ukuqhuba iinkqubo zokumamela amatyala nokuphanda ngeelayisenisi okanye ngokuhambelana nemiba yeWCGRB ekufuneka ibhaliswe ngokwemiba yoMthetho;
- (vi) Ukuqinisekisa ukuqhuba ngokusebenza ngokuthobela imithetho elawula ukukhutshwa kwelayisenisi, ngokuhlululisa umdliwo osisixamali esithile kulowo ungathobeli mithetho njengoko iWCGRB ibona kufanelekile, kwimiba yokuphazamisana nomthetho;
- (vii) Ukukhusela uluntu ekungcakazeni okungekho mthethweni nokuqinisekisa ukumisela /ukuqinisekisa ukuthembela koluntu kungcakazo olusemthethweni;

- (viii) Ukufumanisa izezo zokungcakaza ngokungekho mthethweni ukuqinisekisa ukuba ababandakanyekayo bayatshutshiswa;
- (ix) Kulawulwa, kubhalwe, kubalwe kuze kuqokelelwe irhafu nemali eyinzuzo kwingeniso yephondo nazo zonke imali eziyinzuzo njengoko kuchaziwe nguMthetho;
- (x) Kuqhutywe uphando oluqhubekayo ngokungcakaza nemidyarho kwiPhondo lonke nakwezinye iindawo ukuqinisekisa ukuba ibonwa kwangethuba imiba engagqibelelanga neziziphene kulo Mthetho, neendlela zokusebenza ngolawulo lweWCGRB;
- (xi) Kumiselwe iimeko zemiqathango efanelekileyo ngokukhutshwa kweelayisenisi ukuze kusetyenzwe kakuhle;
- (xii) Azimase iiforam zolawulo lomthetho neenkomfa ukuze kugcinwe ulwazi olungqamene nophuhliso oluqhubayo kolu shishino
- (xiii) Asebenzise onke amandla egunya ngokubanzi, enze imisebenzi echazwe nguloMthetho kuze kukhutshwe nawuphi na umthetho ongomnye.

3. IINKCUKACHA ZOQHAGAMSHELWANO

IBhodi yokuNgcakaza neMidyarho eNtshona Koloni

- **Igosa loLwazi: Mnu. Primo Abrahams (Igosa Eliyintloko)**
I-imeyile: primo@wcgrb.co.za / ceo@wcgrb.co.za
- **Isekela leGosa loLwazi: Nkskz Liezel Hartman**
Imeyile: liezel@wcgrb.co.za

Uluhlu lwamagama amanye amaSekela amaGosa oLwazi lunokufumaneka kwiwebhusayithi yeWCGRB apha: www.wcgrb.co.za phantsi kwesihloko esithi Izaziso

- **INombolo yoBhaliso yoMlawuli woLwazi – 20321/2021-2022/IRRTT**
- **Idilesi yesitrato:** 24 Fairway Close
Fairway Terraces
Parow
7500
- **Idilesi yePosi:** PO Box 8175
Roggebaai
8012
- **Ifowuni:** (021) 480 7400
- **Ifeksi:** Ayikho
- **IWebhusayithi:** www.wcgrb.co.za

4. UMKHOMBANDLELA WOMLAWULI WOLWAZI (EMZANTSI AFRIKA) NGOKUMALUNGA NENDLELA YOKUSETYENZISWA KWE-PAIA KUNYE NENDLELA YOKUFUMANA UFIKELELO KULO MKHOMBANDLELA

- 4.1 Umlawuli woLwazi (waseMzantsi Afrika) uthe ngokukhokelwa koko kubekwe kwiCandelo le10 lePAIA wahlaziya uMkhombandlela wePAIA (Lo “Mkhombandlela), nobuqale waqulunqwa yiKomishoni yamaLungelo yoMzantsi Afrika (“iSAHRC”) ngokubhekiselele ekusetyenzisweni kwePAIA.
- 4.2 Lo Mkhombandlela unolwazi olukhokela abantu malunga nendlela yokusebenzisa nawaphi amalungelo achatshazelwe kwiPAIA nePOPIA, yaye ukwacacisa neenkqubo zokunika umkhombandlela kubantu (umz. abanininkcukacha) malunga nendlela umntu anokufikelela ngayo kwiinkcukacha zakhe ngokweCandelo lama23 lePOPIA.
- 4.3 Lo Mkhombandlela uyafumaneka ngazo zonke iilwimi ezisemthethweni zaseMzantsi Afrika kule webusayithi yoMlawuli woLwazi (eMzantsi Afrika): <https://justice.gov.za/infoereg/docs.html>. UMKhombandlela lo ungaphinda ufumaneka nakwiGazethi kaRhulumente, yaye nawuphi omnye umntu angacela ikopi yalo Mkhombandlela kuMlawuli woLwazi ngokuthi agcwalise iFomu 1 emiselweyo ebekwe phantsi kwesiHlomelo “A”.
- 4.4 Uluntu ngokubanzi lungawufunda okanye lwenze iikopi zalo Mkhombandlela ngethuba leeyure eziqhelekileyo zomsebenzi, oko lukwenza kwii-orisi zeWCGRB (nalapho ufumaneka ngesiNgesi nesiBhulu), okanye kwiofisi yoMlawuli woLwazi (nalapho ifumaneka ngolwimi ngolwimi ngalunye olusemthethweni).
- 4.5 Ukuba unayo nayiphi na imibuzo malunga nalo Mkhombandlela, nceda uqhagamshelane ngqo noMlawuli woLwazi apha:

- **IGosa loLwazi:** Mnu. Mosalanyane Mosala (uMlawuli oyiNtloko)
Umntu ekuQhagamshelwana naye: Nkosk. Pfano Nenweli
I-imeyile: PNenweli@justice.gov.za
- **ISekela leGosa loLwazi:** Nkosk. Varsha Sewlal
I-imeyile: VarSewlal@justice.gov.za
- **Idilesi yeNdawo:** JD House, 27 Stiemens Street
Braamfontein
Johannesburg
2001
- **Idilesi yePosi:** P.O Box 31533
Braamfontein
Johannesburg
2017
- **Ifowuni:** 010 023 5200
- **I-imeyile yemibuzo gabalala:** infoereg@justice.gov.za.
- **I-imeyile yezikhalazo:** complaints.IR@justice.gov.za

5. UKUFIKELELA KUMAXWEBHU AGCINWE YIWCGRB

5.1 INQUBO YOKUCELA

- 5.1.1 ICandelo le18 kwiPAIA licacisa inkqubo emiselwe ukulandelwa xa kusenziwa isicelo sokufikelela kulwazi olugcinwe liqumrhu loluntu. Kufuneka umceli asebenzise iifomu ezimiselweyo ezibekwe kwisiHlomelo “A” xa ecela ufikelelo kwirekhodi.
- 5.1.2 IFomu emiselweyo kufuneka ibhalwe ngesandla ingeniswe iqondiswa kwiGosa Lolwazi okanye IsekelaGosa Lolwazi, ngeposi, ngefeksi okanye nge-imeyile, ize ichaze banzi iinkcukacha ezimiselweyo nezithe zaboniswa kumhlathi we3 ongentla.
- 5.1.3 Kufuneka umceli anikezele ngolwazi olwaneleyo kumceli kunye namaxwebhu aceliweyo ukuze Igosa loLwazi likwazi ukufuwamana la maxwebhu.
- 5.1.4 Kufuneka umceli aphawule, ngokweSolotyama lama29(2) ePAIA, uhlobo lokufikelela olufunekayo.
- 5.1.5 Kufuneka umceli aphawule ukuba ukhetha abekoluphi ulwimi amaxwebhu awacelileyo.
- 5.1.6 Kufuneka umceli aphawule indlela anqwenela ukwaziswa ngayo ngesigqibo sesicelo sakhe nemiba ekhethekileyo ehambelana naso neyimfuneko ukuze aziswe ngexesha njengoko kufuneka.
- 5.1.6.1 Umceli uza kufumana ulwazi ngohlobo oluboniswe kwiCandelo lama29 (3) le-PAIA noludiza ukuba nangona ukufumaneka kolwazi kuxhomekeka ekuthini isicelo asizokuphazamisana kakubi kwaye sichaphazele ulawulo lwe-WCGRB, sibe yingozi kulondolozo lwamaxwebhu okanye lwaphule naliphi na ilungelo lokushicilela elingelilo elikaRhulumente
- 5.1.6.2 NgokweCandelo lama29 (4), ukuba ukufikelela kuhlobo lwefom eceliweyo kungaliwa ngokweCandelo lama29 (3), kodwa kungafikelelwa ngokusebenzisa enye ifom, intlawulo efunwayo akumelanga ibe nkulu kunesixamali esasidla ngokufunwa ekuqaleni kokufakwa kwesicelo.
- 5.1.7 Xa sisongeza kwimpendulo ebhaliweyo kwisicelo ukugcina iinkcukacha kwixwebhu, ukuba umceli ufuna ukwaziswa ngesigqibo nangayiphi na enye indlela, umceli kufuneka achaze ngokuthe ngqo indlela kwaye anikezele ngeenkcukacha ezifanelekileyo nezihambelana nesicelo aze aziswe ngokufanelekileyo.
- 5.1.8. Xa owenza isicelo, esenza isicelo solwazi egameni lomnye umntu, kufuneka anike ubungqina besikhundla namagunya amenza ancedise kweso sicelo senziwayo yaye ahlawule intlawulo ebekwe phantsi kwesiHlomelo “B”.
- 5.1.9 Isicelo esenziwe ngomlomo sokufikelela kumaxwebhu sinokwenziwa, ukuba umceli akakwazi ukufunda okanye ukhubazekile. IGosa Lolwazi kufuneka lizalise ifom esetyenziswa ngokusemthethweni egameni lomceli kwaye limnike ikopi yefom ezalisiweyo.
- 5.1.10 Umceli uza kwaziswa ngentlawulo emiselweyo, ecaciswe phantsi kwesiHlomelo “B”, ngaphambi kokuba isicelo siqwalaselwe ukuya phambili.

5.1.11 Isicelo selwazi, ngokweCandelo lama25 ePAIA siza kuqwalaselwa liGosa loLwazi kwisithuba seentsuku ezingama30 emva kokufumana isicelo okanye ngokukhawuleza, apho iGosa Lolwazi liza kwazisa umceli ngesigqibo salo.

5.1.12 ICandelo lama26 le-PAIA limisela iimeko apho ixesha elizintsuku ezingama30 ekubhekiswa kuzo kwiCandelo lama25, linokongezwa kube kanye ngeentsuku ezingama30.

5.1.13 Ukuba isicelo sokufikelela kumaxwebu sithe saliwa, salibaziseka okanye sanikezelwa ngokwentlawulo engafikelelekiyo okanye kwifom engamkelekanga, umceli angafaka isibheni ngaphakathi ngokweCandelo lama74 ePAIA. Eli candelo lama74 livumela izibheni ezichasene nesigqibo seGosa Lolwazi lequmrhu loluntu ekubhekiswa kulo kumhlathi (a) wenkcazo ye "ziko loluntu" kwiCandelo 1 lePAIA. I-WCGRB liziko loluntu njengoko kuchaziwe kumhlathi (b) wenkcazo yegama "loluntu jikelele" kwiCandelo loku1 lePAIA. Ke ngoko, akukho sibheni sangaphakathi sinokungeniswa ngokuchasene nesigqibo seGosa Lolwazi lebhodi yoluntu njengeWCGRB.

5.1.14 Jonga kwiCandelo le10 apha ngezantsi apho uya kufumana khona iindlela zokujongana noMceli kunye/okanye noMntu wesithathu okhalazela isigqibo seGosa loLwazi.

6. AMANQANABA AMAXWEBHU AGCINWE YIWCGRB

6.1 AMAXWEBHU ANOKUCELWA

NgokweCandelo le14 (1)(d), iWCGRB igcina lamaxwebhu alandelayo ukuze acelwe ngokusebenzisa iinkqubo zePAIA ukufaka isicelo:

ISEBE / IMISEBENZI	AMAXWEBHU
Isebe Eliyintloko: Iinkonzo Zomthetho	<ul style="list-style-type: none"> - Umthethommiselo weWCGRB ngokuNgcakaza - Iingqikelelo zoMgaqonkqubo - Izicelo zokufikelela kulwazi - Imbalelwano ngokusetyenziswa komthetho wangaphandle kweli candelo
Isebe Eliyintloko	<ul style="list-style-type: none"> - Amaxwebhu eenkcukacha eWCGRB NgeziGqibo Ngezisombululo Zezimvo Zoluntu - Imizuzu yeentlanganiso zeBhodi, ngokweCandelo le19 nele17 loMthetho
Isebe Lomlawuli OyiNtloko: Inqesho noLawulo Lwabasebenzi	<ul style="list-style-type: none"> - Ukupapasha izithuba zeWCGRB - Umgaqonkqubo Wokuqesha - Amaxwebhu eenkcukacha Ngabasebenzi
Isebe elijongene noLawulo neMali	<ul style="list-style-type: none"> - Uluhlu Lwabafake Izicelo zeziNikimaxabiso - Uluhlu Lwabawongwe ngeziNikimaxabiso - Umthethommiselo Ngonikezelo Lweenkonzo - Imibiko Yonyaka - Isicwangciso Esilicebo - Isicwangciso Esiyindlela Yokusebenza Ngonyaka

	- Ulwabiwo-mali kwiWCGRB ngokweNgqikelelo yoHlahlo-lwabiwomali, iNzuzo neNkcitho kwiPhondo sele ithiwe thaca kwiNdlu YowisoMthetho kwiPhondo
Isebe elijongene neeLayisenisi	- Ukuvavanywa kweekopi zezicelo zelayisenisi luluntu, inkcaso kunye neempendulo ezimayela nazo. - Ilayisenisi kunye neZiqinisekiso ezinemiqathango yelayisenisi (ngokuxhomekeke kwiCandelo le17 loMthetho kunye nezibonelelo zePAIA) ezikhutshwe yiWCGRB
Isebe Lokuthobela Imigaqo	- Ingxelo yophando lophicotho kwi ukugembula ngokungekho mthethweni

6.2 AMAXWEBHU AFUMANEKA LULA NGAPHANDLE KOKWENZA ISICELO

NgokweCandelo le15 lePAIA, la amxwebhu alandelayo ayafumaneka nje ngokulula ngaphandle kokuba umntu awacele phambi kokuba awafumane ngokwemiba yePAIA.

6.2.1 AMAXWEBHU EKUMELE AHLOLWE

- Umthetho Ngokungcakaza neMidyarho eNtshona Koloni
- Imithetho yeWCGRB:
 - Imithetho Yokusebenza Ngokuphawulwa kwencwadi;
 - Imithetho Yokuphelelisa;
 - Imithetho Ngokusebenza kweKhasino;
 - Imithetho Yokusebenza kweLPM;
 - Imithetho Ngendlela Yokusebenza kweMidyarho nokuBheja;
- IiLayisenisi zoNgcakazo, iziQinisekiso ZokuVunyelwa kunye neZiqinisekiso Zokulungela iimeko ezivelayo nezikhawulelana nezicelo zeelayisenisi apho zivela khona, nalapho kufanelekileyo, nezixhomekeke kwiCandelo le17 nezibonelelo zePAIA
- Izaziso Zoluntu.
- Imibiko Yonyaka yeWCGRB
- Uluhlu lwezixhobo Zokungcakaza ezivunyelwe yiWCGRB.

6.2.2 AMAXWEBHU OKUTHENGA OKANYE OKWENZA IIKOPI

- Umthetho Wokungcakaza neMidyarho eNtshona Koloni, Imiqathango neMithetho
- Imiqulu yeziNikimaxabiso yeWCGRB

- Izicatshulwa ezikhutshwa xa kuhlolwa iikopi zezicelo zelayisenisi zoluntu

6.2.3 AMAXWEBHU ANGAHLAWULWAYO

Ezi fomu zilandelayo zokufaka isicelo kunye neenkukacha ziyafumaneka ukuze ziprintwe kwiwebhsayithi yeWCGRB, zize iinkukacha zidweliswe phantsi komhlathi wesi3 ngasentla. Xa kunokwenzeka kufunwe iikopi eziphathekayo / ezingamaphepha kwiWCGRB, kuza kwenziwa intlawulo ngekopi enjalo.

- Imithetho Nemiqathango Yokungcakaza Nokubheja eNtshona Koloni
- Imithetho yeWCGRB:
 - Imithetho Esebenza Ukuphawula iincwadi;
 - Imithetho Epheleleyo;
 - Imisebenzi Esebenza kwiKhasino;
 - Imithetho Esebenza kwiLPM; kunye
 - Nemithetho Esebenza Kwimidyarho Nokubheja
- Iifom zezicelo (Ezitsha/Ezivuselelwayo) zeLayisenisi (kuquka ilayisenisi kuZwelonke), Iziqinisekiso Zokufaneleka, Iziqinisekiso Zokuvunyelwa, Ukunika amaxabiso Okuthenga neNzala yeMali, Iilayisenisi zabaqeshi
- Imibiko Yonyaka emayela neWCGRB
- Izaziso Zoluntu
- Isicelo Ngokufakwa Kwezicelo (RFA)
- Iifom Zokuveza AmaCandelo Oshishino Ukuqinisekisa Ukufanaleka Kwezicelo Zeelayisenisi Ezitsha Nokufumana Esifanelekileyo, Ukuvuselela Ilayisenisi Yesiza
- Isaziso sentengo/Enye intengiso yoMdlala weMali (iFom LPM 58)
- Isivumelwano eSikumgangatho Oqhelekileyo Nomlawuli weSayithi
- Ulwazi olufungelweyo malunga nokufakwa kwezicelo zelayisenisi nokufumana izicelo ezifanelekileyo, nelayisenisi zabasebenzi abohlukeneyo, isicelo esithintelwa kukuthandabuzeka kolwazi
- Iifom Zokuchaza banzi ngeMvelaphi – Umntu
- Ifom yokukwenza Ilayisenisi yeNdawo yokuNgcakaza
- Incwadi yeSiqinisekiso (LOC) ngokweMiqathango neMimiselo yokuNgcakaza
- Intlawulomali yokuNgcakaza
- Umkhombandlela Oyinkqubo yokufakwa kwemiba eChasa iZicelo ezibhengezwe ngezoSasazo

Akukho Saziso sipapashiweyo ngokwemiba yeCandelo le15(2).

7. IINKUKACHA EZINXULUMENE NE-POPIA

NgokoMthetho woKhuselo lweNkcukacha zoBuqu, uMthetho wesi4 ka2013 (“iPOPIA”), kufuneka sinike abanininkukacha ingcaciso yeenkcukacha zobuqu esizilungiselelayo kwanokuba kutheni sizilungiselela, kwanokuba sinokwabelana nabani ngezo nkcukacha, nalapho ezo nkcukacha zicaciswe apha ngasenzantsi:

Iinkcukacha zobuqu ezilungiselelwa yiWCGRB

Uhlobo lweenkcukacha zobuqu ezilungiselelwa yiWCGRB luya kuxhomekeka kwinjongo oluqokelelelwa yona.

I-WCGRB iya kuxela abanininkcukacha eqhuba ushishino nabo okanye abanxibelelana neWCGRB njengoMlawuli, ukuba kutheni kuqokelelwa iinkcukacha zabo zobuqu ize izilungiselele ezo nkcukacha zobuqu ngokwaloo njongo ziqokelelelwe yona kuphela, nto leyo iya kwenziwa phantsi kwezaziso ezicacileyo zolungiselelo zeWCGRB nezikwiwebhusayithi yayo.

Apha ngezantsi luhlu lweenkcukacha zobuqu ezilungiselelwa yiWCGRB, kuquka neluhlu abangena phantsi kwalo abanininkcukacha. Ezi nkcukacha zinikwa phantsi kweli candelo zijolise kwizintlu eziphangaleleyo zolwazi.

Olu luhlu aluphelelanga.

Abantu: amagama; iinkcukacha zoqhagamshwano; iidilesi zokuhlala nezeposi; umhla wokuzalwa; inombolo yesazisi; iinkcukacha ezinxulumene nerhafu; ubuzwe; isini; iimbalelwano eziyimfihlo.

Iqumrhu/ amaqumrhu anokumangala amangalelwe: amagama abantu ekunokuqhagamshelwana nabo; igama lequmrhu elisemthethweni; idilesi yokuhlala neyeposi kunye neenkcukacha zoqhagamshelwano; iinkcukacha zemali; inombolo yobhaliso; amaxwebhu asisiseko; iinkcukacha ezinxulumene nerhafu; abasayini abagunyazisiweyo; abaxhamli; abaninqumrhu abangqalileyo okanye abamayana.

Abantu/ amaqumrhu angaphandle: amagama; iinkcukacha zoqhagamshelwano; iidilesi zokuhlala nezeposi; iinkcukacha zemali; umhla wokuzalwa; inombolo yepasipoti; ubuzwe; isini; iimbalelwano eziyimfihlo; inombolo yobhaliso; amaxwebhu asisiseko; iinkcukacha ezinxulumene nerhafu; abasayini abagunyazisiweyo; abaxhamli; abaninqumrhu abangqalileyo okanye abamayana.

Umqhagamshelaisi/umcebisi: amagama omntu woqhagamshelwano; igama lequmrhu elisemthethweni; idilesi yokuhlala neyeposi kunye neenkcukacha zoqhagamshelwano; iinkcukacha zemali; amaxwebhu asisiseko; iinkcukacha ezinxulumene nerhafu; abasayini abagunyazisiweyo; abaxhamli; abaninqumrhu abangqalileyo okanye abamayana.

IziPhathamandla eziGunyazisiweyo – Abantu: amagama; iinkcukacha zoqhagamshelwano; iidilezo zokuhlala nezeposi; umhla wokuzalwa; inombolo yesazisi; iinkcukacha ezinxulumene nerhafu; ubuzwe; isini; iimbalelwano eziyimfihlo.

Iiifilim – Abantu / amaqumrhu: amagama omntu woqhagamshelwano; igama lequmrhu elisemthethweni; idilesi yokuhlala neyeposi kunye neenkcukacha zoqhagamshelwano; iinkcukacha zemali; amaxwebhu asisiseko; iinkcukacha ezinxulumene nerhafu; abasayini abagunyazisiweyo; abaxhamli; abaninqumrhu abangqalileyo okanye abamayana.

Abasebenzi, abaPhathi bamaCandelo, abaLawuli, amaLungu eeKomiti namaqela anxulumene noko: isini, imeko yokukhulelwa; imeko yomtshato; uhlanga, ubudala, ulwimi, iinkcukacha zemfundo; iinkcukacha zemali; imbali yengqesho; inombolo yesazisi; isizalwane; amagama abantwana, isini, ubudala, isikolo, ibanga, idilesi yokuhlala neyeposi; iinkcukacha zoqhagamshelwano; izimvo, indlela yokuziphatha ngokolwaphulomthetho kunye/okanye iirekhodi

zolwaphulomthetho; intlalontle; ubulungu bemanayo; imidla yorhwebo lwangaphandle; iinkcukacha zonyango.

Abasebenzisi beewebhusayithi / Abasebenzisi beepalikheyishini: amagama, idatha yokubaxela kwi-intanethi; idilesi yeIP; iinkcukacha zokungena kwiwebhusayithi (zokulogina); iziqokelelincukacha; idatha yolungiselelondawo kwielektronikhi; iinkcukacha zeselfowuni; idatha yeGPS.

Ukudluliswa kweenkcukacha zobuqu

I-WCGRB inokunika aba bantu balandelayo iinkcukacha zobuqu:

- Abalawuli;
- Abasebenzi;
- Abangcakazi;
- Amaqela achaphazelekayo;
- AbaLawuli bothotyelomthetho namaqumrhu karhulumente; kunye
- Nabanye abantu bangaphandle abanokuzidluliselwa

Olu luhlu aluphelelanga.

Udluliselo lweenkcukacha zobuqu ngaphaya kwemida yeli

I-WCGRB inokudlulisela iinkcukacha zobuqu esizilungiselelayo kubo nabaphi abasemagunyeni baphesheya esebenzisana nabo okanye abaniki beenkonzo bangaphandle esisebenzisana nabo kushishino nabankonzo okanye iimveliso zabo esikhetha ukuzisebenzisa. Iinkcukacha zobuqu zinokhutshwa naxa kuluxanduva lomthetho okanye ilungelo lomthetho ukwenza oko.

Ngokunxulumene noku, iWCGRB iya kuzama ukungena kwisivumelwano esibhaliweyo sokuqinisekisa ukuba elo qumrhu langaphandle liyayilandela iPOPIA kunye neemfuno zethu zobumfihlo nokuba sekhusini, okanye icele imvume / ugunyaziso kulo mninincukacha (kwabo baninincukacha) phambi kokuba kudluliswe ezo nkcukacha zobuqu.

Ingcaciso gabalala yeendlela zokukhusela ulwazi

I-WCGRB isebenzisa iindlela ezifanelekileyo zobuchwepheshe nezeziko ezijongene nokulahleka, ukonakala okanye ukutshatyalaliswa okungagunyaziswanga kweenkcukacha zobuqu kunye nofikelelo olungekho mthethweni okanye ulungiselelo lweenkcukacha zobuqu.

Ezi ndlela ziquka:

- Udongasikhuseli (iifayawoli);
- Isoftwe yokhuselo kwiivayirasi kunye neendlela ezilandelwa kuhlaziyo lwazo;
- Ulawulo lolandelelo nofikelelo ngqo kulwazi;
- Useto olukhusela ihadwe nesoftwe owenza iziseko ezingundoqo zeteknoloji yethu yolwazi; kunye
- Abaniki beenkonzo bangaphandle abasayiniswa izivumelwano zokulawula ukhuseleko.

Izicelo

Nasiphi isicelo sofikelelo kwiinkcukacha zobuqu, ngokwemigaqo yePOPIA, masenziwe ngokuhambelana nemigaqo ebekwe kule Manywali yePAIA.

Unelungelo lokucela ukuba kwenziwe izilungiso, kucinywe okanye kutshatyalaliswe iinkcukacha zakho zobuqu, oko ukwenza ngokusebenzisa ifomu ebekiweyo, nefumaneka kwiwebhusayithi yethu.

Usenokungakuvumeli ukulungiselelwa kweenkcukacha zobuqu, ngokuthi usebenzise ifomu emiselweyo efumaneka kwiwebhusayithi yethu.

8. IINKONZO EZINIKEZELWA YIWCGRB NJENGECANDELO LOLUNTU

8.1 I-WCGRB inikwe ezi zindululo:

- (i) Ukufumana nokuphanda izicelo zeelayiseni ezihambelana namacandelo amaninzi okungcakaza nokubheja kolushishino kwiPhondo;
- (ii) Ukuqwalasela izicelo zelayiseni; kunye
- (iii) Nokusebenzisa igunya lokumisela imiqathango yemisebenzi yokungcakaza nokubhengeza amacandelo onke nabantu abanikwe iilayiseni yiWCGRB.

8.2 Ngolu hlobo, iWCGRB inikezela ngeenkonzo kwiPhondo, kwishishini lokungcakaza nakuluntu, ukuqinisekisa oku:

- Ngokweziphumo zophando oluqhutywe ngokusemthethweni ukuqwalasela isidima nobunyani obufuneka kulo mba, ngabantu abafanelekileyo abanokunikwa iilayiseni zokuthatha inxaxheba kolu hlobo loshishino.
- Ngokusebenzisa inkqubo yokongamela ushishino ngeelayiseni zokungcakaza, kuqwalaselwa iindlela zokusebenza ngeelayiseni ngokweemfuno ezichaziweyo neenkqubo ezisebenza ngendlela efanelekileyo noluntu.
- Ngokumiselwa kwemiqathango yeemeko yelayiseni ethi, abanini zilayiseni bayayithobela kwaye bahambisana nemiba abayivumayo, okanye ezinye iimfuno ngokumiselwe okanye ezichazwe yiWCGRB ngokusebenza ngendlela ezinikeleyo kuxanduva lokusebenza noluntu.
- Ngokusebenzisa uphando oluqhubayo nolusebenzisa isiseko somthetho onesingqi esinye nohambelana nenqanaba lophuhliso lobuxhakaxhaka balamaxesha
- Ngokunyanzeliswa komthetho, imisebenzi yokungcakaza ngokungekho mthethweni iyafunyanwa kuze kutshutshiswe abamele kukutshutshiswa
- Ngokusebenzisa imigaqo efanayo lonke ixesha nengaguqukiyo nokucokisisa ushishino olusebenza kwimeko ezinzileyo nethembakeleyo.
- Ngokuqhuba uphicotho oluqhelekileyo noluneenkukacha ezingqinela ukungqamana neziganeko zabaneelayiseni ezithe zafunyanwa zaze zalungiswa ngendlela eyiyo nefanelekileyo

- Ngokusebenzisa uphicotho-ncwadi oluqhelekileyo nolupheleleyo kunye nophicotho-mali, iirhafu neentlawulo ekumele zihlawulwe ngenxa yegunya lerhafu kwiphondo zibalwa ngokuchanekileyo zize zihlawulwe ngexesha.
- Ngokuzimasa iinkomfa zikazwelonke nezamazwe ehlabathi nemicimbi enxulumene noshishino kulo mba kunye neenkqubo zoqeqesho lwangaphakathi ngokubhekisele kwabo bathe bazibophelela ekuthini iWCGRB igcinwe ihambelana nophuhliso lwamva nje kolu shishino.

8.3 Ukuzikhuphela ngaphandle

Abasebenza ngokukhutshwa kweelayisenini zokungcakaza nabasebenza kwakule nkqubo baye basebenzise inkqubo yokuzikhupha ecaleni ngozicelela ukukhutshelwa ngaphandle xa kumiselwa ilayisenisi yokungcakaza. Inkqubo yokuNgcakaza ngeNdlela Efanelekileyo kuZwelonke inomnxeba wefowuni-oluncedo ngonyango nengcebiso kubantu abanengxaki yokungcakaza. Umntu angaqhakamshelana nale nombolo yomnxeba osimahla 0800 006 008.

Kungadityanwa neGosa loLwazi lweWCGRB okanye iOfisi yeWCGRB ngokunxulumene nokufikelela kwezi nkonzo zichaziweyo. Kungajongwa kwiwebhsayithi yeWCGRB malunga nalo mba. Nceda ujonge umhlathi 3 ngasentla ukufumana iinkcukacha zonxibelelwano ezifanelekileyo.

9. IINKQUBO ZOKUTHATHA INXAXHEBA KOLUNTU UKWAKHA UMGAQONKQUBO OKANYE UKUSEBENZISA AMANDLA NENDLELA YOKUSEBENZA (IMISEBENZI)

- 9.1 Umthethommiselo kwiPhondo umema izimvo zoluntu xa kuthe kwaphakanyiswa izihlomelo ngokuNgcakaza eNtshona Koloni noMthetho weMidyarho neMiqathango. IWCGRB imema izimvo zoluntu ngezihlomelo eziphakanyisiweyo ngokweMigaqo yeWCGRB.
- 9.2 Xa kucingwa ngokuwonga abantu ngelayisenisi zokungcakaza, iWCGRB ibandakanya uluntu kwinkqubo enjalo, ngoku:
 - 9.2.1 Papasha Izicelo zelayisenisi kwiGazethi yePhondo namaphephandaba ajikeleza kwisithili/ ummandla ongqamene nombala; kunye
 - 9.2.2 Namaqela anomdla ayamenywa ukufaka izimvo ezibhaliweyo ezichasa okanye ezihlomla ngezicelo zelayisenisi. Xa kunokwenzeka ukuba iWCGRB ithathe isigqibo sokubamba iintlanganiso Zoluvo Loluntu ngokwemiba yokufakwa kwesicelo selayisenisi, uluntu luyamenywa ukuze lwenze intetho ngembono zalo kuloo ndawo yokuhlolwa koluvo.
- 9.3 Ukongeza kwimiba engentla, amalungu kawonkewonke angenza izinikezelo nangaliphi na ixesha kwiWCGRB mayela nendlela yokuziphatha komntu okanye icandelo elilawulwa ngokweWCGRB. Uluntu lusoloko lukhuthazwa ukuba lungenise iziphakamiso zomgaqonkqubo okanye ukutshintshwa komthethommiselo. Ezi ziza kuqwalaselwa yiWCGRB, eyakuthi icebise Ilungu elinoluxanduva ngeenjongo zokuhlomela umthethommiselo.

10. IINDLELA EZIKHOYO ZOKULUNGISA IMIBA YOKUNGAHAMBELANI NEPAIA

10.1 Kungenzeka angoneliseki sisigqibo seWCGRB, ngokwemiba yeCandelo lama-78, angafaka isicelo sokuxoliswa ngokufanelekileyo eNkundleni.

10.2 Umceli ongoneliswa sisigqibo segosa lolwazi lequmrhu likarhulumente, ekuthethwe ngalo kumhlathi (b) wengcaciso “yequmrhu likarhulumente” kwicandelo loku1 lePAIA,

- (i) Sokungavumi isicelo sofikelelo; okanye
- (ii) esithathwe ngokwecandelo lama22, 26 (1) okanye 29 (3),

unokuthi, ngokweCandelo 77A lePAIA, zingedlulanga iintsuku ezili180 emva kokuthathwa kwesigqibo, afake isikhalazo, etyhola ngokuba eso sigqibo besingahambelani nePAIA, sikhalazo eso aya kusifaka kuMlawuli woLwazi ngendlela nefomu emiselweyo, ezicaciswe phantsi kwesiHlomelo A, nalapho afuna khona uncedo olufanelekileyo.

10.3 Umntu wangaphandle ongoneliswa sisigqibo segosa lolwazi lequmrhu likarhulumente ekuthethwe ngalo kumhlathi (b) wengcaciso “yequmrhu likarhulumente” kwicandelo loku1 lePAIA, sokuvumela isicelo sofikelelo unokuthi, ngokweCandelo 77A lePAIA, zingedlulanga iintsuku ezili180 emva kokuthathwa kwesigqibo, afake isikhalazo, etyhola ngokuba eso sigqibo besingahambelani nalo Mthetho, sikhalazo eso aya kusifaka kuMlawuli woLwazi ngendlela nefomu emiselweyo, ezicaciswe phantsi kwesiHlomelo A, nalapho afuna khona uncedo olufanelekileyo

11. UKUFUMANEKA KWEMANYUWALI

Le manyuwali iza kufumaneka kwiwebhsayithi yeWCGRB: www.wcgrb.co.za ngeelwimi ezintathu ezisemthethweni zeWCGRB ukuze ifundwe luluntu ngethuba leeyure eziqhelekileyo zomsebenzi.

12. INTLAWULO EMISELWEYO – IMIBUTHO YOLUNTU

La maxabiso entlawulo abekwe kwisiHlomelo “B” amiselwe kwiMiqathango aze asasazwa ngokwemiba yePAIA kwaye kufuneka kuhlawulwe ngumceli ngaphambi kokuba kukhutshwe amaxwebhu aceliweyo.

Ngaso nasiphi na isicelo esifuna iiyure ezingaphezu kwezintandathu ukuze kufikelelwe kuso okanye ukusilungiselela ukuze sivezwe, umceli uhlawula isithathu sentlawulo ngaso njengediphozithi, ngokweCandelo lama22(2) ePAIA. Kuhlawulwa eyona mali yeposi xa ikopi yoshicilelo kufuneka iposelwe kumceli.

ISIHLOMELO A

IINGCACISO

Igama	Ingcaciso
Umthetho	Uthetha uMthetho wesi4 ka1996 wokuNgcakaza nemiDyarho eNtshona Koloni
Intlawulo yoFikelelo	Intlawulo emiselweyo yokuveliswa ngokutsha kunye nokukhangelwa kwanokulungiswa; ngokunjalo nexesha elifanelekileyo elifunekayo ngaphaya kweeyure ezimiselweyo zokukhangelwa nokulungisa irekhodi eza kuboniswa.
Inkundla	<p>(a) iNkundla yoMgaqosiseko esebenza ngokwecandelo 167 (6)(a) loMgaqosiseko; okanye</p> <p>(b) (i) iNkundla ePhezulu okanye enye inkundla ekumgangatho ofanayo; okanye</p> <p>(ii) iNkundla kaMantyi yaso nasiphi isithili okanye yayo naliphi icandelo lengingqi elisekwe nguMphathiswa ngenjongo yokugweba amatyala embambano ngokwecandelo lesi2 loMthetho ka1994 weeNkundla zeeMantyi (uMthetho wama32 ka1994), nokuba ngokuthe gabalala na okanye ngokoluhlu oluthile lwezigqibo ngokwalo mthetho, olubekwe nguMphathiswa ngesaziso kwiGazethi lwaza lwagwetywa yimantyi, enye imantyi okanye imantyi yecandelo lengqingqi elisekelwe ukugweba amatyala embambano, nokuba kokuphi na, kubekwe ngokwecandelo 91A, ngaphakathi kwemida yaloo nkundla-</p> <p>(aa) sibe sithathiswe isigqibo segosa lolwazi okanye abasemagunyeni abafanelekileyo bequmrhu likarhulumente okanye intloko yequmrhu labucala;</p> <p>(bb) iqumrhu likarhulumente okanye elabucala elifanelekileyo linendawo yalo engundoqo yolungiselelo okanye yoshishino; okanye</p> <p>(cc) umceli okanye umntu wangaphandle ofanelekileyo ozinzileyo okanye umhlali wesiqhelo.</p>
Igosa lolwazi	Lithetha uMlawuli oyiNtloko weWCGRB okanye umntu obambeleyo.
IManyuwali	Ithetha le Manyuwali yePAIA.
IGosa	Lithetha – uMlawuli oyiNtloko, okanye omnye umsebenzi onjalo onyulwe yiWCGRB
I-PAIA	Ithetha uMthetho wesi2 ka2000 wokuKhuthazwa kokuFikelela kuLwazi
Umntu	Uthetha umntu okanye iqumrhu.

I-PFMA	Ithetha uMthetho woku1 ka1999 woLawulo lweeMali zikaRhulumente
I-POPIA	UMthetho wesi4 ka2013 woKhuselo lweeNkcukacha zobuQu
Iqumrhu likarhulumente	Lithetha – naliphi isebe lolungiselelo likarhulumente elikwinqanaba likazwelonke okanye lephondo kurhulumente okanye nawuphi umasipala kwinqanaba lendawo likarhulumente; okanye nalo naliphi iziko lomsebenzi osesikweni okanye iziko xa – lisebenzisa amagunya okanye lisenza umsebenzi walo ngokoMgaqosiseko okanye umgaqosiseko wephondo; okanye lisebenzisa igunya likarhulumente okanye umsebenzi karhulumente lilandela nawuphi umthetho.
Irekhodi	Ngokunxulumene nequmrhu likarhulumente, lithetha naziphi iinkcukacha ezirekhodiweyo – (a) nokuba kungaluphi na uhlobo okanye imeko; (b) ezigcinwe okanye eziphantsi kolawulo lweWCGRB; (c) nokuba ziyilwe yiWCGRB na okanye hayi.
Umceli	Ngokunxulumene – (a) nequmrhu likarhulumente uthetha – (i) nawuphi umntu (ongeloqumrhu likarhulumente elicaciswe kumhlathi (a) okanye (b) (i) wengcaciso “yequmrhu likarhulumente”, okanye igosa) ofaka isicelo sokufikelela kwirekhodi yelo qumrhu likarhulumente; okanye (ii) umntu ocela egameni lomntu ekuthethwe ngaye kumhlathana (i).
Umntu wangaphandle	Ngokunxulumene nokucelwa kofikelelo – (a) kwirekhodi yequmrhu likarhulumente, uthetha nawuphi umntu (kuquka, kodwa kungaphelelanga, kurhulumente welizwe langaphandle, umbutho wamazwe ngamazwe okanye umbutho iziko likarhulumente) ngaphandle – (i) kwaloo mceli kuthethwa ngaye; kunye (ii) nequmrhu likarhulumente okanye (b) irekhodi yequmrhu labucala, ithetha nawuphi umntu (kuquka, kodwa kungaphelelanga, kwiqumrhu likarhulumente) ngaphandle komceli, kodwa isenzelwa injongo yecandelo lama34 nelama63 ePAIA, apho ukubhekisa “kumntu” kumhlathi (a) no(b) kufuneka kuthathwe njengokubhekisa “emntwini”.
I-WCGRB	IBhodi yoNgcakazo nemiDyarho yeNtshona Koloni
Iintsuku zomsebenzi	Zithetha naziphi iintsuku ngaphandle kwemiGqibelo, iiCawa neeholide zikawonkewonke, njengoko zicaciswe kwicandelo loku1 loMthetho ka1994 weeHolide zikaWonkewonke (uMthetho wama36 ka1994).

Kwesi siKhokelo, amagama abhekisa kwisini esithile aya kuquka nesinye isini, yaye isinye sikwabhekisa nakwisininzi, ngaphandle kokuba umxholo uthetha enye into.

FORM 1: REQUEST FOR A COPY OF THE GUIDE

[Regulations 2 and 3]

TO: *The Information Regulator
 P.O Box 31533
 Braamfontein,
 2017
 E-mail address: infoereg@justice.gov.za
 Tel number: +27 (0) 10 023 5200

OR

*The Information officer

I,

Full names:

In my capacity as (mark with "x"):	Information officer		Other	
Name of *public/private body (if applicable)				
Postal Address:				
Street Address:				
E-mail address:				
Facsimile:				
Contact numbers:	Tel.(B):		Cellular:	

hereby request the following copy(ies) of the Guide:

Language (mark with "X")	No of copies	Language(mark with "X")	No of copies
Sepedi,		Sesotho	

	Setswana			siSwati	
	Tshivenda			Xitsonga	
	Afrikaans			English	
	isiNdebele			isiXhosa	
	isiZulu				

Manner of collection (mark with "x"):

Personal collection	Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20 _____

Signature of requester

* Delete whichever is not applicable

FORM 2: REQUEST FOR ACCESS TO RECORD

[Regulation 7]

Note:

1. Proof of identity must be attached by the requester
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

TO: The information officer

(Address)

E-mail address: _____

Fax number: _____

Mark with an "X"

Request is made in my own name

Request is made on behalf of another person.

PERSONAL INFORMATION			
Full names:			
Identity number:			
Capacity in which request is made (when made on behalf of another person):			
Postal Address:			
Street Address:			
E-mail address:			
Contact numbers:	Tel. (B):		Facsimile:
	Cellular:		

Full names of person on whose behalf request is made (if applicable):			
Identity number:			
Postal Address:			
Street Address:			
E-mail address:			
Contact numbers:	Tel. (B):		Facsimile
	Cellular:		

PARTICULARS OF RECORD REQUESTED

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. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)

Description of record or relevant part of the record:	
Referencenumber, if available:	
Any further particulars of record:	

TYPE OF RECORD <i>(Mark the applicable box with an "X")</i>	
Record is in written or printed form	

Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)</i>	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	
FORM OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	
MANNER OF ACCESS <i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language: <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>	
PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED <i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected:	
Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEES	
<i>a)</i>	<i>A request fee must be paid before the request will be considered.</i>
<i>b)</i>	<i>You will be notified of the amount of the access fee to be paid.</i>
<i>c)</i>	<i>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.</i>
<i>d)</i>	<i>If you qualify for exemption of the payment of any fee, please state the reason for exemption</i>
Reason:	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic Communication <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of requester / person on whose behalf request is made

FOR OFFICIAL USE

Reference number:	
Request received by: <i>(state rank, name and surname of information officer)</i>	
Date received:	
Access fees:	
Deposit (if any):	

Signature of information officer

FORM 3: OUTCOME OF REQUEST AND OF FEES PAYABLE

[Regulation 8]

Note:

1. If your request is granted the—
 - (a) amount of the deposit, (if any), is payable before your request is processed; and
 - (b) requested record/portion of the record, will only be released once proof of full payment is received.
2. Please use the reference number hereunder in all future correspondence.

Reference number: _____

TO: _____

Your request dated _____, refers.

1. You requested:

Personal inspection of information at registered address of public/private body (<i>including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form</i>) is free of charge. You are required to make an appointment for the inspection of the information and to bring this Form with you. If you then require any form of reproduction of the information, you will be liable for the fees prescribed in Annexure B.	
---	--

OR

2. You requested:

Printed copies of the information (<i>including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form</i>)	
Written or printed transcription of virtual images (<i>this includes photographs, slides, video recordings, computer-generated images, sketches, etc.</i>)	
Transcription of soundtrack (<i>written or printed document</i>)	
Copy of information on flash drive (<i>including virtual images and soundtracks</i>)	
Copy of information on compact disc drive (<i>including virtual images and soundtracks</i>)	
Copy of record saved on cloud storage server	

3. To be submitted:

Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format (<i>including transcriptions</i>)	

E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language: <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>	

Kindly note that your request has been:

Approved

Denied, for the following reasons

4. Fees payable with regards to your request:

Item	Cost per A4-size page or part thereof/item	Number of pages/items	Total
Photocopy			
Printed copy			
For a copy in a computer-readable form on:			
(i) Flash drive <ul style="list-style-type: none"> To be provided by requester 	R40.00		
(ii) Compact disc <ul style="list-style-type: none"> If provided by requestor If provided to the requestor 	R40.00 R60.00		
For a transcription of visual images per A4-size page	Service to be outsourced. Will depend on the quotation of the service provider.		
Copy of visual images			
Transcription of an audio record, per A4-size	R24.00		
Copy of an audio record	R40.00		
(i) Flash drive <ul style="list-style-type: none"> To be provided by requester 			

(ii) Compact disc			
• If provided by requestor	R40.00		
• If provided to the requestor	R60.00		
Postage, e-mail or any other electronic transfer	Actual costs		
TOTAL:			

5. Deposit payable (if search exceeds six hours):

Yes

No

Hours of search	Amount of deposit (calculated on one third of total amount per request)

The amount must be paid into the following Bank account:

Name of Bank: _____

Name of account holder: _____

Type of account: _____

Account number: _____

Branch Code: _____

Reference Nr: _____

Submit proof of payment to: _____

Signed at _____ this _____ day of _____ 20 _____

Information Officer

FORM 4: LODGING OF AN INTERNAL APPEAL

[Regulation 9]

Reference number: _____

PARTICULARS OF PUBLIC BODY			
Name of public body:			
Name and surname of information officer:			
PARTICULARS OF COMPLAINANT WHO LODGES THE INTERNAL APPEAL			
Full names:			
Identity number:			
Postal address:			
Contact numbers:	Tel. (B):		Facsimile:
	Cellular:		
E-mail address:			
Is the internal appeal lodged on behalf of another person?		Yes	No
If answer is "yes", capacity in which an internal appeal on behalf of another person is lodged: <i>(Proof of the capacity in which appeal is lodged, if applicable, must be attached.)</i>			
PARTICULARS OF PERSON ON WHOSE BEHALF THE INTERNAL APPEAL IS LODGED <i>(If lodged by a third party)</i>			
Full names:			
Identity number:			
Postal address:			
Contact numbers:	Tel. (B):		Facsimile:
	Cellular:		
E-mail address:			
DECISION AGAINST WHICH THE INTERNAL APPEAL IS LODGED <i>(mark the appropriate box with an "X")</i>			
Refusal of request for access:			
Decision regarding fees prescribed in terms of section 22 of the Act:			
Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act:			
Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester:			
Decision to grant request for access:			
GROUND FOR APPEAL			
<i>(If the provided space is inadequate, please continue on a separate page and attach it to this form. All the additional pages must be signed.)</i>			
State the grounds on which the internal			

appeal is based:	
State any other information that may be relevant in considering the appeal:	

You will be notified in writing of the decision on your internal appeal. Please indicate your preferred manner of notification:

Postal address	Facsimile	Electronic Communication <i>(Please specify)</i>

Signed at _____ this _____ day of _____ 20 _____

Signature of appellant/Third party

FOR OFFICIAL USE
OFFICIAL RECORD OF INTERNAL APPEAL

Appeal received by: <i>(state rank, name and surname of Information officer)</i>				
Date received:				
Appeal accompanied by the reasons for the information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer:			Yes	
			No	
OUTCOME OF APPEAL				
Refusal of request for access. Confirmed?	Yes		New decision <i>(if not confirmed)</i>	
	No			
Fees (Sec 22). Confirmed?	Yes		New decision <i>(if not confirmed)</i>	
	No			
Extension (Sec 26(1)). Confirmed?	Yes		New decision <i>(if not confirmed)</i>	
	No			
Access (Sec 29(3)). Confirmed?	Yes		New decision <i>(if not confirmed)</i>	
	No			
Request for access granted. Confirmed?	Yes		New decision <i>(if not confirmed)</i>	
	No			

Signed at _____ this _____ day of _____ 20 _____

Relevant authority

FORM 5: LODGING OF COMPLAINT

[Regulation 10]

Note:

1. *This form is designed to assist the Requester (hereinafter referred to as “the Complainant”) in requesting a review of a public or private body’s response or non-response to a request for access to records under the Promotion of Access to Information Act 2 of 2000 (“PAIA”). Please fill out this form and send it to the Information Regulator or complete the online complaint form available at <https://www.justice.gov.za/inforeg/>.*
2. *PAIA gives a member of the public a right to file a complaint with the Information Regulator about any of the nature of complaints detailed in part E of this complaint form.*
3. *It is the policy of the Information Regulator to defer investigating or to reject a complaint if the Complainant has not first given the public or private body (herein after referred to as “the Body”) an opportunity to respond to and attempt to resolve the issue. To help the Body address your concerns prior to approaching the Information Regulator, you are required to complete the prescribed PAIA form and submit it to the Body.*
4. *A copy of this form will be provided to the Body that is the subject of your complaint. The information you provide on this form, attached to this form or that you supply later, will only be used to attempt to resolve your dispute, unless otherwise stated herein.*
5. *The Information Regulator will only accept your complaint once you confirm having complied with the prerequisites below.*
6. *Please attach copies of the following documents, if you have them:*
 - *Copy of the form to the Body requesting access to records;*
 - *The Body’s response to your complaint or access request;*
 - *Any other correspondence between you and the Body regarding your request;*
 - *Copy of the appeal form, if your complaint relates to a public body;*
 - *The Body’s response to your appeal;*
 - *Any other correspondence between you and the Body regarding your appeal;*
 - *Documentation authorizing you to act on behalf of another person (if applicable);*
 - *Court order or court documents relevant to your complaint, if any.*
7. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*

TO: The Information Regulator
P.O Box 31533
Braamfontein,
2017
E-mail address: infoereg@justice.gov.za
Tel number: +27 (0) 10 023 5200

CAPACITY OF PERSON/PARTY LODGING A COMPLAINT

(Mark with an "X")

- Complainant personally
- Representative of complainant
- Third party

PREREQUISITES

Did you submit request (PAIA Form) for access to record of a public/private body?	Yes		No	
Has 30 days lapsed from the date on which you submitted your PAIA form?	Yes		No	
Did you exhaust all the internal appeal procedure against a decision of the Information officer of a public body?	Yes		No	
Have you applied to Court for appropriate relief regarding this matter?	Yes		No	

FOR INFORMATION REGULATOR'S USE ONLY

Received by: (Full names)			
Position:			
Signature:			
Complaint accepted:	Yes		No
Reference Number:			
Date stamp			

Postal address	Facsimile	Other electronic communication <i>(Please specify)</i>

**PART A
PERSONAL INFORMATION OF COMPLAINANT**

Full names:			
Identity number:			
Postal Address:			
Street Address:			
E-mail address:			
Contact numbers:	Tel. (B):		Facsimile
	Cellular		

PART B REPRESENTATIVE INFORMATION <i>(Complete only if you will be represented. A Power of Attorney must be attached if complainant is represented, failing which the complaint will be rejected)</i>			
Full names of representative:			
Nature of representation:			
Identity number/Registration number:			
Postal Address:			
Street Address:			
E-mail address:			
Contact numbers:	Tel. (B):		Facsimile
	Cellular:		

PART C THIRD PARTY INFORMATION <i>(Please attach letter of authorisation)</i>			
Type of body:	Private		Public
Name of *public/private body:			
Registration number (if any):			
Name, surname and title of person authorised to lodge complaint:			
Postal Address:			
Street Address:			
E-mail address:			

Contact numbers:	Tel. (B):		Facsimile	
	Cellular			

PART D				
BODY AGAINST WHICH THE COMPLAINT IS LODGED				
Type of body:	Private		Public	
Name of *public/private body:				
Registration number (if any):				
Name, surname and title of person you dealt with at the public or private body to try to resolve your complaint or request to access of information:				
Postal Address:				
Street Address:				
E-mail Address:				
Contact numbers:	Tel. (B):		Facsimile	
	Cellular			
Reference number given (if any):				

PART E	
COMPLAINT	
<i>Tell us about the steps you have taken to try to resolve your complaint (Complaints should first be submitted directly to the public body for response and possible resolution; there are limited exceptions)</i>	
Date on which request for access to records submitted:	

Please specify the nature of the right(s) to be exercised or protected, if a complaint is against a private body:				
Have you attempted to resolve the matter with the organisation?	Yes		No	
If yes, when did you receive it? (Please attach the letter to this application.)				
Did you appeal against a decision of the information officer of the public body?	Yes		No	
If yes, when did you lodge an appeal?				
Have you applied to Court for appropriate relief regarding this matter?	Yes		No	
If yes, please indicate when was the matter adjudicated by the Court? Please attach Court Order, if there is any.				

PART F DETAILED TYPE OF ACCESS TO RECORDS <i>(Please select one or more of the following to describe your complaint to the Information Regulator)</i>		
Unsuccessful appeal: (Section 77A(2)(a) or section 77A(3)(a) of PAIA)	<i>I have appealed against the decision of the public body and the appeal is unsuccessful.</i>	
Unsuccessful application for condonation: (Sections 77A(2)(b) and 75(2) of PAIA)	<i>I filed my appeal against the decision of the public body late and applied for condonation. The condonation application was dismissed.</i>	
Refusal of a request for access: (Section 77A(2)(c)(i) or 77A(2)(d)(i) or 77A(3)(b) of PAIA)	<i>I requested access to information held by a body and that request was refused or partially refused.</i>	
The body requires me to pay a fee and I feel it is excessive: (Sections 22 or 54 of PAIA)	<i>Tender or payment of the prescribed fee.</i>	
	<i>The tender or payment of a deposit.</i>	
Repayment of the deposit: (Section 22(4) of PAIA)	<i>The information officer refused to repay a deposit paid in respect of a request for access which is refused.</i>	
Disagree with time extension: (Sections 26 or 57 of PAIA)	<i>The body decided to extend the time limit for responding to my request, and I disagree with the requested time limit extension or a time extension taken to respond to my access request.</i>	

Form of access denied: (Sections 29(3) or 60(a) of PAIA)	<i>I requested access in a particular and reasonable form and such form of access was refused.</i>	
Deemed refusal: (Sections 27 or 58 of PAIA)	<i>It is more than 30 days since I made my request and I have not received a decision.</i>	
	<i>Extension period has expired and no response received.</i>	
Inappropriate disclosure of a record: (Mandatory grounds for refusal of access to record)	<i>Records (that are subject to the grounds for refusal of access) have inappropriately/unreasonably been disclosed.</i>	
No adequate reasons for the refusal of access: (Section 56(3)(a) of PAIA)	<i>My request for access is refused, and no valid or adequate reasons for the refusal, were given, including the provisions of this Act which were relied upon for the refusal.</i>	
Partial access to record: (Section 28(2) of 59(2) of PAIA)	<i>Access to only a part of the requested records was granted and I believe that more of the records should be disclosed.</i>	
Fee waiver: (Sections 22(8) or 54(8) of PAIA)	<i>I am exempt from paying any fee and my request to waive the fees was refused.</i>	
Records that cannot be found or do not exist: (Section 23 or 55 of PAIA)	<i>The Body indicated that some or all of the requested records do not exist and I believe that more records do exist.</i>	
Failure to disclose records:	<i>The Body decided to grant me access to requested records, but I have not received them.</i>	
No jurisdiction (exercise or protection of any rights): (Section 50(1)(a) of PAIA)	<i>The Body indicated that the requested records are excluded from PAIA and I disagree.</i>	
Frivolous or vexatious request: (Section 45 of PAIA)	<i>The Body indicated that my request is manifestly frivolous or vexatious and I disagree.</i>	
Other: (Please explain):		

**PART G
EXPECTED OUTCOME**

How do you think the Information Regulator can assist you? Describe the result or outcome that you seek.

**PART H
AGREEMENTS**

The legal basis for the following agreements is explained in the Privacy Notice on how to file your complaint document. In order for the Information Regulator to process your complaint, you need to check each one of the checkboxes below to show your agreement:

- I agree that the Information Regulator may use the information provided in my complaint to assist it in researching issues relating to the promotion the right of access to information as well as the protection of the right to privacy in South Africa. I understand that the Information Regulator will never include my personal or other identifying information in any public report, and that my personal information is still protected by Protection of Personal Information Act, 2013 (Act No. 4 of 2013). I understand that if I do not agree, the Information Regulator will still process my complaint.*
- The information in this Complaint Form is true to the best of my knowledge and belief.*
- I authorise the Information Regulator to collect my personal complaint information (such as the information about me in this complaint form) and use it to process my human rights complaint relating to the right of access to information and / or the protection of the right to privacy.*
- I authorise anyone (such as an employer, service provider, witness) who has information needed to process my complaint to share it with the Information Regulator. The Information Regulator can obtain this information by talking to witnesses or asking for written records. Depending on the nature of the complaint, these records could include personnel files or employer data, medical or hospital records, and financial or taxpayer information.*
- If any of my contact information changes during the complaint process, it is my responsibility to inform the Information Regulator; otherwise my complaint could experience a delay or even be closed.*

Signed at _____ this _____ day of _____ 20 _____

Complainant/Representative/Authorised person of Third party

ISIHLOMELO B

IINTLAWULO

Iintlawulo ngokunxulumene namaQumrhu kaRhulumente

Umba	Ingcaciso	Ixabiso
1.	Intlawulo yesicelo ehlawulwa nguye wonke umceli	R100.00
2.	Ukufotokotshwa kwephepha elibukhulu buyiA4	R1.50 ngephepha okanye inxenye yalo.
3.	Ukuprintwa kwephepha elibukhulu buyiA4	R1.50 ngephepha okanye inxenye yalo.
4.	Ukufumana ikopi yefomu efundeka ngekhompyutha: (i) ngeUSB (eza kuza nomceli) (ii) ngeCD • Xa ize nomceli • Xa eyinikiwe umceli	
		R40.00
		R40.00 R60.00
5.	Ukuguqulwa kwemifanekiso enemibala ngephepha ngalinye eliyiA4	Inkonzo iza kudluliselwa kwinkampani yangaphandle.
6.	Ikopi yemizobo enemibala	Iya kuxhomekeka kwikowuteyishini yomniki weenkonzo.
7.	Ukuguqulwa kwerekhodi emanyelwayo, ngephepha ngalinye elibukhulu buyi A4	R24.00
8.	Ikopi yerekhodi emanyelwayo: (i) ngeUSB (eza kuza nomceli) (ii) ngeCD • Xa ize nomceli • Xa eyinikiwe umceli	R40.00
		R40.00
		R60.00
9.	Ukukhangela nokulungisa irekhodi eza kukhutshwa ngeyure okanye inxenye yeyure, ngaphandle kweyure yokuqala, ngokweesha elifuneka ngokufanelekileyo ngoko kukhangela noko kulungisa. Lingedluli kwixabiso elipheleleyo	R100.00
		leR300.00
10.	Idiphozithi: Xa ukukhangela oko kuza kudlula kwiiyure ezi6	Isinye esithathwini (1/3) sexabiso ngesicelo ngasinye esibalwa ngokomba wesi2 ukuya kowesi8
11.	Ukuposa, ukuthumela ngeimeyile okanye olunye uhlobo lokuthumela ngeintanethi	Iindleko zoqobo, ukuba zikhona

ISIHLOMELO “SEMITHETHO”

IIREKHODI EZIGCINWA NGOKWEMINYE IMITHETHO

- Auditing Profession Act 26 of 2005 (Professions)
- Basic Conditions of Employment Act 75 of 1997 (Labour)
- Broad-Based Black Economic Empowerment Act 53 of 2003 (Constitutional Law)
- Companies Act 71 of 2008 (Corporate Law)
- Compensation for Occupational Injuries and Diseases Act 130 of 1993 (Labour)
- Constitution of the Republic of South Africa 108 of 1996 (Constitutional Law)
- Criminal Procedure Act 51 of 1977 (Procedural Law)
- Electronic Communications and Transactions Act 25 of 2002 (Communications)
- Employment Equity Act 55 of 1998 (Labour)
- Financial Intelligence Centre Act 38 of 2001 (Criminal Law)
- Identification Act 68 of 1997 (Citizenship)
- Immigration Act 13 of 2002 (Citizenship)
- Income Tax Act 58 of 1962 (Income Tax)
- Insolvency Act 24 of 1936 (Estates)
- Institution of Legal Proceedings against certain Organs of State Act 40 of 2002(Procedural Law)
- Justices of the Peace and Commissioners of Oaths Act 16 of 1963 (Legal Administration)
- Labour Relations Act 66 of 1995 (Labour)
- National Credit Act 34 of 2005 (Contract and Delict)
- National Environmental Management Act 107 of 1998 (Environment and Conservation)
- National Health Act 61 of 2003 (Health)
- National Gambling Act 7 of 2004
- Occupational Health and Safety Act 85 of 1993 (Labour)

- Prescription Act 68 of 1969 (Procedural Law)
- Prescribed Rate of Interest Act 55 of 1975 (Contract and Delict)
- Promotion of Access to Information Act 2 of 2000 (Constitutional Law)
- Regulation of Interception of Communication and Provision of Communications- Related Information Act 70 of 2002 (Communication)
- Skills Development Act 97 of 1998 (Labour)
- Skills Development Levies Act 9 of 1999 (Labour)
- Unemployment Insurance Act 63 of 2001 (Labour)
- Unemployment Insurance Contributions Act 4 of 2002 (Labour)
- Value-Added Tax Act 89 of 1991 (Revenue)