Eastern Cape
PARKS & TOURISM AGENCY

INCWADANA YE-PAIA

Ilungiselelwe ngokwecandelo 51 loMthetho wokuKhuthaza ukuFikelela kuLwazi Nomb.2 ka-2000 (njengoko ulungisiwe)

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ULUHLU LWEZIFINYEZO KUNYE NEZISHUNQULELO

1.1 **"CEO"** IGosa eliyiNtloko lesiGqeba

1.2 **"DIO"** Isekela Gosa loLwazi;

1.3 **"ECPTA"** I-Arhente yeePaki kunye nezoKhenketho yeMpuma Koloni

1.4 **"IO"** IGosa loLwazi;

1.5 **"uMphathiswa"** uMphathiswa wezoBulungisa kunye neeNkonzo zoLungiso;

1.6 **"PAIA"** uMthetho wokuKhuthazwa ukuFikelela kuLwazi Nomb. 2 ka-2000(njengoko ulungisiwe)

1.7 **"POPIA"** uMthetho woKhuselo lweeNkcukacha zoMntu No.4 ka-2013;

1.8 **"Umlawuli"** Umlawuli woLwazi; kwakunye

1.9 **"iRiphabliki"** iRiphabliki yoMzantsi Afrika

I-ARHENTE YEEPAKI KUNYE NEZOKHENKETHO YEMPUMA KOLONI

I-Arhente yeePaki kunye nezoKhenketho yeMpuma Koloni isungulwe njengeziko likaRhulumente leShedyuli 3C ngokwemiqathango yoMthetho we-Arhente yeePaki kunye nezoKhenketho weMpuma Nomb.2 ka-2010 (uMthetho). Lo Mthetho ubeka isakhelo somthetho apho i-ECPTA iya kusebenza khona kunye nemiqathango apho i-ECPTA iya kuqhuba igunya layo loLondolozo lwe-Biodiversity kunye nokukhuthaza uKhenketho kwiPhondo.

1. Isishwankathelo sobuchule bokusebenza

1.1.1 Umbono

I-ECPTA icinga ngokukhula koqoqosho okubandakanya wonke umntu nokuxhaswa kukusetyenziswa okuzinzileyo kobutyebi bendalo

1.1.2 Umsebenzi

Umsebenzi wethu kukukhokela ulondolozo kunye nokhenketho olunoxanduva ukuze kuxhamle izizukulwana ezikhoyo kunye nezilandelayo

1.1.3 Iindlela zokuziphatha

Iindlela zokuziphatha ezixhasa izenzo ze-ECPTA zezi:

INTLONIPHO
Siphatha okusingqongileyo, uluntu lwethu, abo sisebenzisana nabo kunye omnye nomnye ngentlonipho nangesidima

UKUTHOBEKA
Kukho umoya wokhathalelo, wobuntu, wemvisiswano kunye nowokuphendula kwindlela esiwenza ngayo umsebenzi wethu

INGQIBELELO
Siqhuba ishishini lethu ngendlela enemigaqo enyanisekileyo kwaye engayekeleliyo

IMFUNEKO
Sizithembile malunga nokugcina ulungelelwaniso phakathi kwenkqubela-phambili yomntu, ukukhula koqoqosho, kunye nolondolozo lokusingqongileyo

ITHEMBA
Sizimisele kwintsebenziswano eyakha ikamva elihle lePhondo lethu

1.2. Ukwakhiwa

I-Arhente yeePaki kunye nezoKhenketho yeMpuma Koloni ilawulwa yiBhodi yaBalawuli etyunjwe liLungu leBhunga leSigqeba esiLawulayo loPhuhliso loQoqosho, iMicimbi yokusiNgqongileyo kunye nezoKhenketho

IBhodi ye-Arhente yeePaki kunye nezoKhenketho yeMpuma Koloni yenziwe ngamalungu asi-7(asixhenxe) naquka uSihlalo. Onke amalungu atyunjwe ngokwamagatya oMthetho we-Arhente yeePaki kunye nezoKhenketho weMpuma Koloni Nomb.2 ka-2010.

1.3 IBhodi yaBalawuli

IBhodi yaBalawuli yeyona yenza isigqibo esiphezulu kwiziko le-Arhente yeePaki kunye nezoKhenketho eMpuma Koloni.

1.4 Isigqeba soLawulo

IBhodi yenza imisebenzi yayo ngamasebe ahlukeneyo nakhokelwa nguMlawuli weSigqeba oyiNtloko; uMnu V Dayimani ojongene nokuqhutywa kwequmrhu kunye nesigqeba solawulo esiphezulu nesilawula imisebenzi yemihla ngemihla yequmrhu.

2. INJONGO YENCWADANA YE-PAIA

Le Ncwadana ye-PAIA iluncedo kuluntu-

2.1 ukukhangela uhlobo lweerekhodi ezibanjwe liqumrhu nezifumaneka ngaphandle kokuba umntu afake isicelo esisemthethweni se-PAIA;

2.2 ukuba baqonde ngokwaneleyo malunga nendlela yokwenza isicelo sokufikelela kwirekhodi leziko, ngokuthi inikeze ngenkcazelo yezihloko apho iqumrhu libambe iirekhodi zazo kunye nohlobo lweerekhodi ezigcinwe kwisihloko ngasinye;

2.3 ukuba lazi ngeengcaciso zeerekhodi ezifumanekayo zeziko ngokuhambelana nawo nawuphi na omnye umthetho;

2.4 ukufikelela kuzo zonke iinkcukacha zoqhagamshelwano ezifanelekileyo zeGosa loLwazi kunye nezikaSekela Gosa woLwazi abaza kuncedisa uluntu ngeerekhodi abanqwenela ukufikelela kuzo;

2.5 ukufumana ingcaciso malunga nendlela yokusebenzisa i-PAIA, njengoko ihlaziyiwe nguMlawuli kunye nendlela yokufumana ukufikelela kuyo;

2.6 ukwazi ukuba iziko liya kuzijonga na iinkcukacha zomntu, injongo yokujongwa kweenkcukacha zomntu kunye nengcaciso yeendidi zedatha yomntu kunye nolwazi okanye iintlobo zolwazi olunxulumene noko;

2.7 ukwazi ingcaciso yeendidi zedatha yomntu kunye nolwazi okanye iindidi zolwazi olunxulumene noko;

2.8 ukwazi abamkeli okanye iindidi zabamkeli abanokunikwa iinkcukacha zomntu;

2.9 ukwazi ukuba iziko licwangcise ukudlulisela okanye ukujonga na iinkcukacha zomntu ezingaphandle kweRiphabliki yoMzantsi Afrika kunye nabamkeli okanye iindidi zabamkeli abanokunikwa iinkcukacha zomntu; kunye

2.10 ukwazi ukuba ngaba iziko linamanyathelo afanelekileyo na okhuseleko ukuqinisekisa ukufihlwa, ukuthembeka kunye nokufumaneka kweenkcukacha zomntu ekufuneka zijongiwe.

3. Iinkcukacha eziphambili zoqhagamshelwano zokufikelela kulwazi lwe-ECPTA

4. 3.1 Intloko eliGosa loLwazi

Igama:	Vuyani Dayimani
Umnxeba:	043 705 4400

I-imeyile: Vuyani.Dayimani@ecpta.co.za

3.2 ISekela Gosa loLwazi

Igama: Xoliswa Mapoma

Umnxeba: 043 705 4400

I-imeyile: Xoliswa.Mapoma@ecpta.co.za

Igama: Melumzi Fadashe

Umnxeba: 043 705 4400

I-imeyile: Melumzi.Fadashe@ecpta.co.za

3.3 Ukufikelela kulwazi gabalala, qhagamshela

Info@ecpta.co.za>

3.4Iofisi kaNdlunkulu

Idilesi yePosi: PO Box 11235
Southernwood
East London
5213

Idilesi yeNdawo :17-25 Oxford Street
East London
5201

Umnxeba: 043 705 4400

I-imeyile:

Iwebhusaythi: www.visiteasterncape.co.za

5. Isikhokelo malunga nendlela yokusebenzisa i-PAIA kunye nendlela yokufumana ukufikelela kwisikhokelo

5.1 UMlawuli uye, ngokwecandelo 10(1) le-PAIA, njengoko lilungisiwe, wahlaziya kwaye wenza ukuba isiKhokelo esihlaziyiweyo sifumaneke malunga nendlela yokusebenzisa i-PAIA ("Isikhokelo"), kwifomu eqondakalayo kwaye elula, njengoko inokufunwa ngokufanelekileyo ngumntu onqwenela ukusebenzisa naliphi na ilungelo elichazwe kwi-PAIA kunye nakwi-POPIA.

5.2 Isikhokelo siyafumaneka ngolwimi ngalunye olusemthethweni.

5.3 Isikhokelo esikhankanywe ngaphambili siqulethe inkcazelo-

5.3.1 yezinto ze-PAIA kunye neze-POPIA;

5.3.2 idilesi yeposi kunye neyesitalato, inombolo yomnxeba kunye neyefeksi kwaye, ukuba iyafumaneka, idilesi ye-imeyile

5.3.2.1 iGosa loLwazi leziko likarhulumente ngalinye, kunye

5.3.2.2 nawo onke amaSekela Gosa oLwazi kwiziko ngalinye likarhulumente kunye nelabucala nachongwe ngokwemiqathango yecandelo 17(1) le-PAIA kunye nangokwecandelo 56 le-POPIA;

5.3.3 yendlela kunye nefomu yesicelo-

5.3.3.1 sokufikelela kwirekhodi leziko likarhulumente elichazwe kwicandelo 11; kunye

5.3.3.2 nesokufikelela kwirekhodi yeziko labucala elichazwe kwicandelo 50

5.3.4 yoncedo olukhoyo oluvela kwi-IO yeziko likarhulumente ngokwe-PAIA kunye nangokwe-POPIA;

5.3.5 yoncedo olukhoyo oluvela kuMlawuli ngokwemiqathango ye-PAIA kunye neye-POPIA;

5.3.6 onke amancedo kumthetho okhoyo malunga nokwenza okanye ukungenzi ngokubhekiselele kwilungelo okanye kumsebenzi onikezwe okanye obekwe kwi-PAIA kunye nakwi-POPIA, kuquka nendlela yokufaka-

5.3.6.1 isibheno sangaphakathi;

5.3.6.2 isikhalazo kuMlawuli; kunye

5.3.6.3 nesicelo kwinkundla ngokuchasene nesigqibo esenziwe ligosa lolwazi leziko likarhulumente, isigqibo malunga nesibheno sangaphakathi okanye isigqibo esenziwe nguMlawuli okanye isigqibo sentloko yeziko labucala;

5.3.7 amagatya ecandelo 14 kunye nawecandelo 51 afuna iziko likarhulumente kunye neziko labucala, ngokulandelelanayo, ukuba aqulunqe incwadana, kunye nendlela yokufumana ukufikelela kwincwadana;

5.3.8 amagatya ecandelo 15 kunye nawecandelo 52 abonelela ngokubhengezwa ngokuzithandela kweendidi zeerekhodi liziko likarhulumente kunye naliziko labucala, ngokulandelelana;

5.3.9 izaziso ezikhutshwe ngokwemiqathango yecandelo 22 kunye neyecandelo 54 malunga nemirhumo ekufuneka ihlawulwe ngokunxulumene nezicelo zokufikelela; kunye

5.3.10 nemimiselo eyenziwe ngokwemiqathango yecandelo 92.

5.4 Amalungu oluntu anokuhlola okanye enze iikopi zeSikhokelo kwii-ofisi zamaziko karhulumente kunye nawabucala, kuquka ne-ofisi yoMlawuli, ngeeyure eziqhelekileyo zokusebenza.

5.5 Isikhokelo sinokufunyanwa-

4.5.2 ngesicelo kwiGosa loLwazi;

4.5.3 kwiwebhusayithi yoMlawuli (https://www.justice.gov.za/inforeg/).

5.6 Ikopi yeSikhokelo ikwafumaneka kwezi lwimi zimbini zilandelayo ezisemthethweni, ukuze ihlolwe luluntu ngeeyure eziqhelekileyo zokusebenza-

6. Iindidi zeerekhodi ze-ECPTA ezifumaneka ngaphandle kokuba umntu acele ukufikelela

Irekhodi	Indawo
Iingxelo Zonyaka	Kwiiofisi zikaNdlunkulu
Ulwazi Ngokubanzi	Kwiiofisi zikaNdlunkulu
Iibroshazi ze-Reserves	Kwiiofisi zikaNdlunkulu
I-Brand yeShishini	Kwiiofisi zikaNdlunkulu

7. Inkcazo yeerekhodi ze-ECPTA ezifumaneka ngokuhambelana nawo nawuphi na omnye umthetho

Udidi lweeRekhodi	**Umthetho osebenzayo**
Umgaqo-nkqubo we-POPIA	UMthetho woKhuselo lweeNkcukacha zoMntu Nomb.4 ka-2013
Incwadana ye-PAIA	Ukukhuthazwa kokuFikelela kuMthetho woLwazi Nomb.2 ka-2000
Ukukhuselwa kweDatha kunye noMgaqo-nkqubo waBucala	Imigangatho ka-2014 yoKwenza okulungileyo kuKhuselo lweeNkcukacha
Umgaqo-nkqubo we-IMCT	Imigangatho ka-2014 yoKwenza okulungileyo kuKhuselo lweeNkcukacha

8. Ukufikelela kwiirekhodi ezigcinwe yi-ECPTA

- Iirekhodi ezifunekayo ngokwemiqathango yoMthetho we-ECPTA
- Iirekhodi ngokwemiqathango yeminye imithetho esebenzayo kwi-ECPTA
- Iinkonzo ezinikezelwa yi-ECPTA

- Abaxhasi be-ECPTA

- Uphando oluqhutyiweyo
- Iingxelo Zonyaka
- Iingxelo zokusebenza
- Iingxelo Zeentlanganiso
- Imigaqo-nkqubo
- Iirekhodi zengqesho kunye nezinye iirekhodi ezinxulumene nazo
- Irejista yee-asethi
- Iirekhodi zezemali
- Izicwangciso zobuchule bokusebenza kunye nolawulo
- Iirekhodi zeendibano zocweyo kunye neenkomfa ezazikho
- Amaphepha abonisiweyo
- Izinto zokugcina

Inkcazelo yeendidi zeerekhodi ezigcinwe yi-ECPTA

- Eziyimfihlo
- Ezobuqu
- Ezorhwebo
- Ezezimali
- Ezimiswe ngokomthetho
- Ezisemthethweni
- Ezembali

9. UKULUNGISWA KWEENKCUKACHA ZOMNTU

8.1 Injongo yokuJongwa kweeNkcukacha zoMntu

Isahluko 3 se-POPIA sibonelela ngeMiqathango emincinci yokuJongwa ngokuseMthethweni kweeNkcukacha zoMntu liQela elinoXanduva. Ezi meko zisenokungafakwa, ngaphandle kokuba ukungabandakanywa okukhethekileyo kusebenza njengoko kuchaziwe kwi-POPIA.

8.2 yeendidi zeDatha yoMntu kunye nolwazi okanye iindidi zolwazi

olunxulumene kuyo

Iindidi zeDatha yoMntu	Iinkcukacha zobuqu ezinokuthi zijongwe
Umthengi / Abaxhasi	Igama, idilesi, iinombolo zobhaliso okanye iinombolo zesazisi, ubume bengqesho kunye neenkcukacha zebhanki
Ababoneleli ngeeNkonzo	Amagama, inombolo yobhaliso, iinombolo ze-VAT, i-CSD, ukufakwa kwerhafu, idilesi, iimfihlo zorhwebo, kunye neenkcukacha zebhanki
Abasebenzi	Idilesi, iziqinisekiso zemfundo, isini, uhlanga, isini, njl.

8.3 8 Abamkeli okanye iindidi zabamkeli abanokunikwa iinkcukacha zobuqu

Udidi lweenkcukacha zobuqu	Abamkeli okanye iindidi zabamkeli abanokunikwa iinkcukacha zobuqu
Inombolo yesazisi kunye namagama ukuze kujongwe ulwaphulo-mthetho	Iinkonzo zamapolisa oMzantsi Afrika
Iziqinisekiso zemfundo, ukuze zijongwe ukuba zisemthethweni na	I-South African Qualification Authority

8.4 Inkcazo ngokubanzi yamaNyathelo oKhuseleko lweeNkcukacha aza kuphunyezwa liqela elinoxanduva ukuqinisekisa ukufihlwa, ukuthembeka kunye nokufumaneka kolwazi

I-ECPTA inoMgaqo-nkqubo woGcino & noLawulo lwaMaxwebhu, uKhuseleko kunye nokuFihlwa kweDatha

Umgaqo-nkqubo woLawulo lweeNkcukacha kunye noKhuseleko loNxibelelwano ngeTheknoloji ofumaneka kwiwebhusayithi yethu

9 UKUFUMANEKA KWENCWADANA

9.4 Ikopi yeNcwadana iyafumaneka-

9.4.1 ku- www.visiteasterncape.co.za ,

9.4.2 kwi-ofisi kandlunkulu ye-ECPTA ukuze ihlolwe luluntu kwiiyure eziqhelekileyo zokusebenza, ngentsimbi ye-08:00am-4:30pm ngoMvulo ukuya ngoLwesine kunye nangentsimbi ye-08:00am-04:00pm ngoLwesihlanu;

9.5 Umrhumo wekopi yeNcwadana, njengoko kuchaziwe kwisihlomelo B seMimiselo, uya kuhlawulwa ngefotokopi nganye eyenziwe ye-A4.

10. UKUHLAZIYWA KWENCWADANA

Umgaqo-nkqubo uya kuqwalaselwa kwakhona rhoqo emva kweminyaka emithathu.

IGosa lesiGqeba eliyiNtloko

Umhla:____________________________

Dr.N Mzilikazi

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Usihlalo oliBambela weBhodi