IMANYUWALI ELUNGISELELWE NGOKWEMIMISELO YECANDELO 51 LOMTHETHO WOKUKHUTHAZA UFIKELELO KWIINKCUKACHA

(PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000) (NJENGOKO ULUNGISIWE)

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ISAHLULO A

ABanini beeNkqubo

IGOSA LEENKCUKACHA LE-SAMWUMED

IKOMITI YESIGQEBA YE-SAMWUMED

INtsingiselo yale Manyuwali

i. UMthetho wokuKhuthaza uFikelelo kwiiNkcukacha (iPromotion of Access to Information Act – i-PAIA) ufuna ukuba onke amaqumrhu aseburhulumenteni nawabucala eMzantsi Afrika abe neManyuwali. Le Manyuwali ikakhulu ichazela abantu okanye amaqumrhu anomdla indlela yokufikelela kwiirekhodi nakwiinkcukacha ezigcinwe ngumnini wale Manyuwali, okkt. u-SAMWUMED.

Uxanduva

Icala akulo	Uxanduva
IGosa leeNkcukacha	UHlolo lwaRhoqo ngoNyaka
IKOMITI YESIGQEBA YE-SAMWUMED	UHlolo lwaRhoqo ngoNyaka

AmaXwebhu Anxulumeneyo

- UMgaqo-nkqubo ka-SAMWUMED woMthetho woKhuselo lweeNkcukacha zoBuqu, onguNombolo 4 ka-2013 (iProtection of Personal Information Act No. 4 of 2013 (South Africa) (i-POPI)); kunye
- NeSaziso seeMfihlelo zoMthengi se-SAMWUMED.

IZifinyezo kunye neeNgcaciso

ISifinyezo/iBinza	INkcazo/iNgcaciso
UMnini weeNkcukacha	Nawuphi na umntu onokuchongwa ngegama, ngesiphawuli esikwi-intanethi, ngento emchongayo okanye ngokufanayo njengomntu wendalo.
I-EXCO	I-Executive Committee (iKomiti yeSigqeba)
I-IO	I-Information Officer (iGosa leeNkcukacha)
I-PO	I-Principal Officer (iGosa eliyiNtloko)
IiNkcukacha zoBuqu	Iinkcukacha ezimayelana nomntu wendalo onokuchongwa, ophilayo kunye, apho kufanelekile, nequmrhu ngokomthetho elinokuchongwa nelisekho.
U-SAMWUMED	I-South African Municipal Workers' Union National Medical Scheme.
ISkimu	I-South African Municipal Workers' Union National Medical Scheme.

ISAHLULO B: UMGAQO-NKQUBO

1 INjongo noMsebenzi Ogunyazisiweyo

1.1. Le Manyuwali iqulunqwe ngokuhambelana neCandelo 51 lalo Mthetho. Intsingiselo yayo kukunika inkcazo ngeerekhodi ezigcinwe ngu-SAMWUMED nasegameni lakhe; kukumisela izizathu zokwaliwa kofikelelo kuzo naziphi na iirekhodi ezinjalo; kukudandalazisa inkqubo emayilandelwe kunye neentlawulo ezibhatalwayo xa kusenziwa isicelo sofikelelo kuzo naziphi na ezi rekhodi xa kusetyenziswa ilungelo lokufikelela kwiinkcukacha; ngombono wokwenza abaceli bakwazi ukufumana iirekhodi abanegunya lazo ngendlela ekhawulezileyo, elula nefikelelekayo.

2 IiNkcukacha Ezifunekayo Phantsi kweCandelo 51(1)(a) lalo Mthetho

IGosa leeNkcukacha lika-SAMWUMED: NguFrancina Mosoeu

ISekela-gosa leeNkcukacha lika-SAMWUMED: NguAbigail Le Roux

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IDilesi ye-Imeyile ka-SAMWUMED: francinam@samwumed.org kunye/okanye legalcompliance@samwumed.org

3 INkcazo yeSikhokelo Ekubhekiswa kuso KwiCandelo 10

3.1. ISikhokelo siye sahlaziywa saza senziwa safumaneka ngokwemimiselo yeCandelo 10(1) le-PAIA nguMlawuli weeNkcukacha. Siqulethe iinkcukacha ngohlobo nangendlela elandeleka lula, njengoko kunokufunwa ngokwamkelekileyo ngumntu onqwenela ukusebenzisa naliphi ilungelo elicingelwayo yi-PAIA ne-POPIA. Sifumaneka ngazo zonke iilwimi ezisesikweni nangemibhalo yabangaboniyo.

3.2. Esi Sikhokelo siyafumaneka ukwenzela uhlolo okanye ukuze kwenziwe iikopi ngabantu abanomdla kwiiofisi zika-SAMWUMED, kananjalo nakwiofisi yoMlawulo weeNkcukacha ngexesha leeyure eziqhelekileyo zokusebenza.

3.3. Nceda ujonge kwiwebhusayithi yoMlawuli weeNkcukacha ukuze ufumane inkcazelo engakumbi: https://inforegulator.org.za.

3.4. Iirekhodi ezifumanekayo mayelana neminye imithetho zimi ngale ndlela ilandelayo:

3.4.1. UMthetho weeMedikhali Eyidi (iMedical Schemes Act 131 ka-1998)

3.4.2. UMthetho wezoBudlelwano beNgqesho (iLabour Relations Act 66 ka-1995)

3.4.3. UMthetho wokuLungelelaniswa kwezeNgqesho (iEmployment Equity Act 55 ka-1998)

3.4.4. UMthetho weMiqathango esiSiseko yezeNgqesho (iBasic Conditions of Employment Act 75 ka-1997)

Olu luhlu lungentla ayiloluhlu lupheleleyo lwemithetho enokufuna ukuba u-SAMWUMED agcine iirekhodi ngayo.

4 IiRekhodi Ezifumaneka ngokuZenzekelayo

4.1. Akukho saziso siye sangeniswa leli ziko kuMphathiswa wezoBulungisa kunye noPhuhliso loMgaqo-nkqubo ngokuphathelele iindidi zeerekhodi ezifumanekayo kungakhange kube kho mntu wenze isicelo sofikelelo ngokumayelana neCandelo 52(2) le-PAIA. Nangona kunjalo, iinkcukacha ezikwiwebhusayithi yeli shishini zifumaneka ngokuzenzekelayo kungakhange kwenziwe isicelo sofikelelo ngokumayelana ne-PAIA.

5 IMiba neeNdidi zeeRekhodi ezigcinwe ngu-SAMWUMED

5.1. Inkcazelo jikelele malunga ne-SAMWUMED ingafikeleleka ngeintanethi ku-www.samwumed.org, nofumanekayo kuye wonke umntu onakho ukufikelela kwi-intanethi.

5.2. Imiba eli qumrhu labucala eligcina ngayo iirekho kunye neendidi zomba ngamnye ngokumayelana neCandelo 51(1)(e) idweliswe ngezantsi. Nceda uqaphele ukuba umenzi wesicelo akaveli avunyelwe ukuba angene kwezi rekhodi, kwanokuba ukufikelela kuzo kusenokwaliwa ngokuhambelana neCandelo 62 ukuya ku-69 lalo Mthetho.

5.3. Ukufikeleleka kwamaxwebhu adweliswe ngezantsi kusenokuxhomekeka kwizizathu zokwala ezidandalaziswe ngezantsi kule Manyuwali. Iinkcukacha zihleliwe zaza zadityaniswa ngokweerekhodi ezinxulumene nale miba kunye nezi ndidi zilandelayo:

5.3.1. IiRekhodi zaBasebenzi

U-"Abasebenzi" ubhekisa kuye nawuphi na umntu osebenzela okanye onikeza ngeenkonzo ku-SAMWUMED okanye egameni lakhe nofumana okanye onegunya lokufumana umvuzo kunye nawuphi na omnye umntu oncedisayo ekwenzeni okanye ekuqhutyweni koshishino luka-SAMWUMED. Oku kuquka, kube kungaphelelanga, kuBathenjwa, iGosa eliyiNtloko kunye nabo bonke abasebenzi abasisigxina, abazizingxungxu kunye nabasebenza ixesha elingaphelelanga, kwakunye nabasebenzi

abanezivumelwano (bekhontrakthi). Oku kukwadlulela nakwiirekhodi ezibonelelwa ngabasebenzi, iirekhodi ezibonelelwa ngamaqela angamanye anxulumene nabasebenzi, imiqathango yezengqesho kunye nezinye iirekhodi zezivumelwano kunye nezinokunyanzeliswa ezinxulumene nabasebenzi, iirekhodi zohlolo lwangaphakathi kunye nezinye iirekhodi zangaphakathi, imbalelwano enxulumene nabasebenzi kunye neeshedyuli neematheriyali zoqeqesho.

5.3.2. IiRekhodi eziNxulumene naBathengi

5.3.2.1. U-“klayenti” ubhekisa kuye nawuphi na umntu wendalo okanye iqumrhu ngokomthetho elifumana ku-SAMWUMED;

5.3.2.2. “Iirekhodi” zibhekisa:

5.3.2.2.1. Kuzo naziphi na iirekhodi eziphathelele uxilongo, unyango okanye impilo yeeklayenti zika-SAMWUMED kunye namalungu emedikhali eyidi elawulwa yi-MIP;

5.2.2.2.2. Iirekhodi ezibonelelwa yiklayenti kwiqela elilelinye elisebenzela u-SAMWUMED okanye egameli lakhe;

5.2.2.2.3. Iirekhodi ezibonelelwa liqela elilelinye;

5.2.2.2.4. Iirekhodi eziveliswe ngu-SAMWUMED okanye ngaphakathi kuye ezinxulumene neeklayenti zakhe.

5.3.3. IiRekhodi zeQumrhu laBucala

5.3.3.1. Ezi rekhodi ziquka, zibe zingaphelelanga, kwiirekhodi ezimayelana:

5.3.3.1.1. Nemibandela eyeka-SAMWUMED.

5.3.3.1.2. IiRekhodi zezeMali;

5.3.3.2.3. IiRekhodi zezeMisebenzi;

5.3.3.2.4. UbuXhakaxhaka beeNkcukacha;

5.3.3.2.5. UThungelwano;

5.3.3.2.6. Iirekhodi zezolawulo;

5.3.3.2.7. Iirekhodi zeemveliso;

5.3.3.2.8. Iirekhodi zemithetho;

5.3.3.2.9. IMigaqo-nkqubo neeNkqubo zangaPhakathi; kunye

5.3.3.2.10. NezeSebe lezaBasebenzi (kwaHuman Resources).

5.3.4. IiRekhodi zaManye amaQela

5.3.4.1. Iirekhodi zabasebenzi, abathengi okanye zamaqumrhu abucala ezigcinwe lelinye iqela, endaweni yokuba iirekhodi zigcinwe ngu-SAMWUMED buqu.

5.3.4.2. Iirekhodi ezigcinwe ngu-SAMWUMED ezimalunga namanye amaqela, kuquka kube kungaphelelanga, kwiirekhodi zezemali, imbalelwano, iirekhodi zezivumelwano, iirekhodi ezibonelelwa ngamanye amaqela kunye neerekhodi amaqela angamanye azibonelelayo malunga nabo banezivumelwano/ababoneleli baka-SAMWUMED.

5.3.4.3. U-SAMWUMED usenokusebenza iirekhodi ezimayelana namanye amaqela, kuquka kube kungaphelelanga koonokontraka, ababoneleli kunye nababoneleli-nkonzo kwaye loo maqela nawo anganeerekhodi ekunokuthiwa zezika-SAMWUMED.

6 INjongo yokuSebenza iiNkcukacha zoBuqu

6.1. Ukuxhasa imisetyenzana yentengiso nokumaketha.

6.2. Ukunikeza ngeenkonzo ezibalulekileyo nezifanelekileyo kuMalungu.

6.3. Ukuxhasa ukufunwa kwabasebenzi nokuphathwa kwabo.

6.4. Ukuxhasa ukuzibandakanya nababoneleli kunye nababoneleli-nkonzo.

6.5. Ukuxhasa ukuzibandakanya noluntu jikelele.

7 IiNdidi zaBanini beeNkcukacha kunye neeNkcukacha zoBuqu

7.1. Amalungu: irekhodi yexesha lokuba lilungu

7.2. Abasebenzi: irekhodi yexesha lokuba ngumsebenzi

7.3. Ababoneleli: irekhodi yexesha lokuba ngumboneleli

7.4. ABaboneleli-nkonzo: irekhodi yexesha lokuba ngumboneleli-nkonzo

7.5. Uluntu jikelele: ukulandelela imibuzo jikelele kunye nezihlandlo zokundwendwela iwebhusayithi

8 ABamkeli abaCwangcisiweyo beeNkcukacha zoBuqu

8.1. Amagunya emithetho

8.2. Abonyanzeliso lomthetho

8.3. Amagunya erhafu

8.4. Iimedikhali eyidi

8.5. Iingxowamali zepenshini neeprovidenti fandi

8.6. Amaqumrhu amacandelo ezoshishino

9 AmaNyathelo oKhuseleko okuKhusela iiNkcukacha zoBuqu

9.1. Amanyathelo okhuseleko lomzimba

9.2. Amanyathelo okhuseleko kwi-intanethi

9.3. Uqeqesho kukhuseleko lweenkcukacha

9.4. Imigaqo-nkqubo yokhuseleko lweenkcukacha

9.5. Uphicotho lokhuseleko lweenkcukacha

10 Inkcukacha ngendlela yokwenza iSicelo soFikelelo

10.1. Umenzi wesicelo kumele agcwalise iFomu C aze ayingenise le Fomu kunye nentlawulo ebhataliswayo ngesicelo, kwintlko ka-SAMWUMED. Le Fomu kumele ingeniswe kwintloko ka-SAMWUMED kule dilesi yayo, kwinombolo yefeksi okanye kwidilesi yeimeyile njengoko kuchaziwe ngaphambili kule Manyuwali.

10.2 IFomu yokwenza isicelo:

10.2.1. Umenzi wesicelo kumele asebenzise le Fomu iyalelweyo, incanyathelisiweyo ngokwemimiselo yeSihlomelo B (iFomu 2) sale Manyuwali, ukwenza isicelo sokufikelela kwirekhodi. Oku kumele kwenziwe kuloo ntloko imiselwe oku. Esi sicelo kumele senziwe kwidilesi, kwinombolo yefeksi okanye kwidilesi yeimeyile yeli qumrhu libandakanyekayo [S 53(1)].

10.2.2. Umenzi wesicelo kumele anikeze ngeenkcukacha ezaneleyo kule Fomu yesicelo ukuze le ntloko imiselwe oku ikwazi ukuphawula le rekhodi kunye nalo wenza isicelo.

10.2.3. Umenzi wesicelo kufanele abonise ukuba ufuna luhlobo luni lofikelelo.

10.2.4. Umenzi wesicelo kufanele achaze ukuba kukho enye indlela ekumele isetyenziswe ukwazisa umenzi wesicelo kwaye atsho ukuba zeziphi ezi nkcukacha kumele aziswe ngazo ku-[S 53(2)(a) no-(b) no-(c)].

10.2.5. Umenzi wesicelo kumele aphawule ukuba leliphi eli lungelo acela ukulisebenzisa okanye ukuba likhuselwe kwaye anike inkcazelo yesizathu sokuba kufunwe le rekhodi icelwayo ukwenzela ukukhuselwa kwelo lungelo [S 53(2)(d)].

10.2.6. Ukuba isicelo senziwa egameni lomnye umntu, umenzi wesicelo kumele angenise ubungqina begunya yena menzi wesicelo enza ngalo esi sicelo, ngendlela eyanelisayo kwintloko emiselweyo yequmrhu labucala [S 53(2)(f)].

10.2.7. Umenzi wesicelo ofuna ufikelelo kwirekhodi eluqulethe iinkcukacha zobuqu malunga nalo menzi wesicelo akukho mfuneko yokuba abhatale imali ebhataliswayo ngesicelo.

10.2.8. Wonke omnye umenzi wesicelo, ongenzi isicelo sobuqu, kumele abhatale imali yesicelo ebhathaliswayo.

10.2.9. Intloko emiselweyo yequmrhu labucala kumele ichazele umenzi wesicelo (ongenguye umenzi wesicelo sobuqu) ngesaziso, esifuna ukuba umenzi wesicelo abhatale imali emiselweyo ebizwayo (ukuba ikhona) ngaphambi kokuba isicelo sigqithele phambili sisetyenzwe [S 54(1)].

10.2.10. Imali ebizwayo ekumele ibhatalwe ngumenzi wesicelo kwiqumrhu labucala yi-R50.00 ngoku. Umenzi wesicelo usenokufaka isicelo enkundleni ukulwa ukubizwa okanye ukubhatalwa kweemali zesicelo ezibizwayo [S 54(3)(b)].

10.2.11. Emva kokuba intloko emiselweyo yequmrhu labucala yenze isigqibo ngesi sicelo, umenzi wesicelo kumele aziswe ngale ndlela iceliweyo.

10.2.12. Ukuba isicelo sivunyiwe kuza kufuneka kubhatalwe enye imali ebizwayo yokufikelela ukwenzela ukukhangela, ukuveliswa kwakhona, ukulungiselelwa nalo naliphi na ixesha elingaphaya kwezi yure zimiselweyo zokukhangela nokulungiselela irekhodi ukuze ivezwe [S 54(6)].

10.3. U-SAMWUMED usenokusala isicelo seenkcukacha ngokusekelwe kwezi zizathu zilandelayo (Izizathu zokwala isicelo):

10.3.1. Ukhuselo olunyanzelekileyo leemfihlelo zeqela elilelinye elingumntu wendalo, nolunokubandakanya ukudizwa ngokungamkelekanga kweenkcukacha zobuqu zalo mntu wendalo.

10.3.2. Ukhuselo olunyanzelekileyo lweenkcukacha zezentengiso zeqela elilelinye, ukuba le rekhodi iqulethe:

10.3.2.1. Iinkcukacha zezemali, ezoshishino, ezenzululwazi okanye ezobuchwepheshe okunokuthi ukudizwa kwazo kubangele ukonzakaliswa kweemfuno zezemali okanye zezoshishino zelo qelo lilelinye; kunye

10.3.2.2. Neenkcukacha ezidizwe njengemfihlelo liqela elilelinye ku-SAMWUMED, ukuba oko kudizwa kunokubeka eli qela lilelinye esichengeni kuthethathethwano okanye kukhuphiswano lwezoshishino.

10.3.3. Ukhuselo olunyanzelekileyo lweenkcukacha eziyimfihlelo zamaqela angamanye ukuba zikhuselwe ngokumayelana naso nasiphi na isivumelwano okanye umthetho.

10.3.4. Ukhuselo olunyanzelekileyo lokukhuseleka kwabantu kunye nokukhuselwa kwempahla.

10.3.5. Ukhuselo olunyanzelekileyo lweerekhodi ezinokuthathwa njengezabathile abanegunya kwiinkqubo zasenkundleni.

10.3.6. Ezi nkcukacha ziqulethe iinkcukacha zobunini ezinxulumene nemisetyenzana yezoshishino ka-SAMWUMED nesenokuquka:

10.3.6.1. Iimfihlelo zorhwebo zika-SAMWUMED;

10.3.6.2. Iinkcukacha zezemali, ezoshishino, ezenzululwazi okanye ezobuchwepheshe okunokuthi ukudizwa kwazo kubangele ukonzakaliswa kweemfuno zezemali okanye zezoshishino zika-SAMWUMED;

10.3.6.3. Iinkcukacha ezinokuthi ukuba zinokudizwa, zibeke u-SAMWUMED esichengeni kuthethathethwano okanye kukhuphiswano lwezoshishino;

10.3.6.4. Inkqubo yekhompyutha emnini wayo ingu-SAMWUMED nekhuselwe ngelungelo lekopi;

10.3.6.5. Iinkcukacha zophando zika-SAMWUMED okanye zeqela elilelinye, ukuba ukudizwa kwazo kungaveza igama leziko, umphandi okanye umba ophandwayo kolu phando kwaye kunokubeka olu phando esichengeni ngendlela enobuzaza.

10.3.7. Izicelo zeenkcukacha ekucacayo ukuba ziyindlalo okanye ziyakruqula, okanye zibandakanya ukukhutshwa endleleni ngokungamkelekanga kwezinto zokusebenza, ziya kwaliwa.

11 Isigqibo

11.1. U-SAMWUMED uza kuthi, kungadlulanga iintsuku ezingamashumi amathathu (30) sifunyenwe isicelo, enze isigqibo sokuba ingaba uyasivuma okanye uyasala kusini na esi sicelo kwaye anikeze ngesaziso esinezizathu (ukuba ziyafuneka) zokwenza oko.

11.2. Esi sithuba seentsuku ezingamashumi amathathu (30) ekumele u-SAMWUMED enze ngaso isigqibo sokuba ingaba unika imvume okanye uyasala kusini na esi sicelo, sinokwandiswa ngelinye ixesha elongezelelekileyo elingadluliyo kwiintsuku ezingamashumi amathathu (30) ukuba isicelo sifuna iinkcukacha ezininzi okanye isicelo sifuna kukhangelwe iinkcukacha kwaye ezi nkcukacha akulindelekanga ukuba zingafumaneka ngeza ntsuku zokuqala zingamashumi amathathu (30). IGosa leeNkcukacha liya kwazisa umenzi wesicelo ngembalelwano ukuba kunokufunwa ukwandiswa kwexesha.

12 IiNkqubo zeZibheno Ezifumanekayo xa u-SAMWUMED eSala iSicelo seeNkcukacha

12.1. AmaNyathelo eZibheno angaPhakathi

12.1.1. U-SAMWUMED akanazo iinkqubo zangaphakathi zokwenza izibheno. Ngoko ke isigqibo esenziwe liGosa leeNkcukacha kuphelelwe kuso. Abenzi bezicelo abangonelisekanga ngesigqibo seGosa leeNkcukacha kuya kufuneka basebenzise amanyathelo ezibheno angaphandle afumanekayo kubo.

12.2. AmaNyathelo eZibheno angaPhandle

12.2.1. Umenzi wesicelo okanye iqela elilelinye, elingonelisekanga ngokwala kweGosa leeNkcukacha ukuveza iinkcukacha okanye ngezi nkcukacha ziveziweyo, uvumelekile ukuba athi kungadlulanga iintsuku ezingamashumi amathathu (30) akube enze isaziso ngokunganeliseki sisigqibo, afake isicelo kwiNkundla yoMgaqo-siseko, kwiNkundla ePhakamileyo okanye kwenye inkundla enamagunya afanayo ukuze afumane uncedo.

13 IiNtlawulo Ezibizwa kuMaqumrhu Abucala

13.1. Oku kulandelayo kukucazululwa kwendlela ezimiswe ngayo iintlawulo ezibhataliswayo ngenjongo yokufumanisa indlela ekuza kubalwa ngayo iintlawulo ezibhataliswayo ezinxulumene nesicelo sokufikelela kwirekhodi yequmrhu labucala.

13.2. Njengenxalenye yeGovernment Gazette epapashwe ngomhla wama-27 Agasti 2021, iSihlomelo B (IiNtlawulo Ezibhataliswayo, ezimayelana neeNtlawulo Ezibhataliswayo ngokuPhathelele amaQumrhu abucala) sinala magatya alandelayo: –

13.2.1. Intlawulo yesicelo ebhatalwayo ngumenzi wesicelo ngamnye yi-R140.00.

13.2.2. Ifotokopi/ikopi eprintiweyo emnyama namhlophe ekwiphepha eliyi-A4 ubukhulu yi-R2.00 ngephepha ngalinye okanye inxalenye yalo.

13.2.3. Ikopi eprintiweyo yephepha eliyi-A4 ubukhulu yi-R2.00 ngephepha ngalinye okanye inxalenye yalo.

13.2.4. Ngekopi ekwimo efundeka ngekhompyutha: –

13.2.4.1. Kwiflash drive eza kunikezwa ngumenzi wesicelo yi-R40.00; okanye

13.2.4.2. Kwicompact disc, ukuba inikezwe ngumenzi wesicelo yi-R40.00 kwaye ukuba umenzi wesicelo uyinikiwe yi-R60.00.

13.2.5. Ukukhutshelwa kwemifanekso eboniswayo ngamaphepha ayi-A4 ubukhulu neekopi zemifanekiso eboniswayo, ziinkonzo ezinokugqithiselwa kwishishini langaphandle kwaye ziya kuxhomekeka kwikowuteshini efunyenwe kuloo mboneleli-nkonzo.

13.2.6. Ukukhutshelwa kweerekhodi zesandi, ngephepha eliyi-A4 ubukhulu yi-R24.00.

13.2.7. Ikopi yerekhodi lesandi: –

13.2.7.1. Kwiflash drive eza kunikezwa ngumenzi wesicelo yi-R40.00; ize

13.2.7.2. Kwicompact disc, ukuba inikezwe ngumenzi wesicelo ibe yi-R40.00 kwaye ukuba umenzi wesicelo uyinikiwe yi-R60.00.

13.2.8. Ukukhangela nokulungiselela irekhodi eza kuvezwa, ngeyure nganye okanye ngenxalenye yeyure, ayiqukwa le yure yokuqala, nekwamkelekileyo ukuba ingafuneka ngokukhangela nokulungiselela okunjalo, yi-R145.00, kwaye akusayi kugqithisa kwiindleko ezipheleleyo ezingange-R435.00.

13.2.9. Idipozithi, ukuba ukukhangela kugqithile kwiiyure ezi-6 sisinye esithathwini sale mali ngesicelo ngasinye, ibalwa ngokumayelana no-13.2.2 ukuya ku-13.2.7 ngasentla.

13.2.10. Ukuposa, i-imeyile okanye okunye ukugqithiselwa ngekhompyutha kulingana kanye nemali yeendleko, ukuba zikhona.

14 UkuFumaneka kweManyuwali

14.1. Le Manyuwali iyafumaneka ukuze ihlolwe eofisini ka-SAMWUMED ngaphandle kokubhataliswa kwaye iya kuhlaziywa rhoqo ngonyaka xa kukho imfuneko.

ISAHLULO C

IMbali yamaXwebhu

Inguqulelo	Umhla	Inkcazo yenguqu	Ivunywe	Inani lamaphepha ewonke
1	Juni 2021	Ivunywe yi-IO	IO	10
2	Juni 2022	Ivunywe yi-IO	IO	10
3	Julayi 2023	Ivunywe yi-IO	IO	17
4	Julayi 2024	Ivunywe yi-IO	IO	17
5	Febhuwari 2025	Ivunywe yi-IO	IO	27

UkuVunywa kweManyuwali:

IGosa eliyiNtloko: lika-SAMWUMED.

Le Manyuwali iqalisa ukusebenza ngalo mhla wokuVunywa.

Nkosz. F Mosoeu **Umhla**

IGosa eliyiNtloko | SAMWUMED

ISAHLULO D

ISIHLOMELO A (IFOMU 1): ISICELO SEKOPI YESI SIKHOKELO [Umgaqo 3]

IYA: The Information Officer

Cnr. Trematon and Lascelles Streets
Athlone
Cape Town
7760

Mna,

AmaGama Apheleleyo:				
Kwisikhundla sam njenge- *(phawula ngo-"X")*:	IGosa eliyiNtloko:		Okunye:	
IGama leQumrhu likaRhulumente/laBucala (ukuba kufanelekile):				
IDilesi yePosi:				
IDilesi yeSitalato:				
IDilesi yeImeyile:				
IFeksi:				
IiNombolo zoQhagamashelwano:	Ifowuni. (B):		Iselfowuni:	

Ngale fomu ndiceLa ikopi (iikopi) yesi Sikhokelo:

ULwimi *(phawula ngo-"X")*:	INani leeKopi	ULwimi *(phawula ngo-"X")*:	iNani leeKopi
ISepedi		ISesotho	
ISetswana		IsiSwati	
ITshivenda		IXitsonga	
IsiBhulu		IsiNgesi	
IsiNdebele		IsiXhosa	
IsiZulu			

INdlela yokuZilanda *(phawula ngo-"X")*:

UkuZilanda Buqu	IDilesi yePosi	IFeksi	UNxibelelwano ngeKhompyutha (Nceda uChaze)

Ityikitywe e ________________________ ngosuku ____________ kwinyanga ________________________ 20 ____.

____
UTyikityo loMenzi weSicelo

ISIHLOMELO B (IFOMU 2): ISICELO SOKUFIKELELA KWIIREKHODI [Umgaqo 7]

QAPHELA:

1. *Ubungqina besazisi kumele buncanyatheliswe ngumenzi wesicelo.*
2. *Ukuba izicelo zenziwe egameni lomnye umntu, ubungqina bogunyaziso kumele buncanyatheliswe kule fomu.*

IYA: The Information Officer

Cnr. Trematon and Lascelles Streets
Athlone
Cape Town
7760

IDilesi yeImeyile: francinam@samwumed.org okanye legalcompliance@samwumed.org

INombolo yeFeksi: Ayiyomfuneko

Phawula ngo-"X"

☐ Isicelo senziwe ngegama lam ☐ Isicelo senziwe egameni lomnye umntu

IINKCUKACHA ZOBUQU				
AmaGama Apheleleyo:				
INombolo yeSazisi:				
Igunya lokwenza isicelo *(xa sisenziwa egameni lomnye umntu)*:				
IDilesi yePosi:				
IDilesi yeSitalato:				
IDilesi yeImeyile:				
IiNombolo zoQhagamshelwano:	Ifowuni. (B):		Ifeksi:	
	Iselfowuni:			
Igama elipheleleyo lalo mntu kwenziwa isicelo egameni				

lakhe *(ukuba kufanelekile)*:				
INombolo yeSazisi:				
IDilesi yePosi:				
IDilesi yeSitalato:				
IDilesi yeImeyile:				
IiNombolo zoQhagamshelwano:	IFowuni (B):		IFeksi:	
	ISelfowuni:			

IINGCOMBOLO ZEREKHODI ECELIWEYO *Nikeza ngazo zonke iingcombolo zale rekhodi ucela ukufikelela kuyo, kunye nenombolo yereferensi ukuba uyayazi, ukuze le rekhodi ibe nokufunyanwa. (Ukuba le ndawo inikeziweyo ayonelanga, nceda uqhubekeke kwiphepha elohlukeneyo uze ulincamathelise kule fomu. Onke amaphepha ongezelelekileyo kumele atyikitywe.)*	
Inkcazo yerekhodi okanye indawo efanelekileyo yerekhodi:	
Inombolo yereferensi, ukuba iyafumaneka:	
Naziphi iingcombolo ezingakumbi zerekhodi:	

UHLOBO LWEREKHODI *(Phawula kwibhokisi efanelekileyo ngo-"X")*	
Irekhodi ikwimo ebhaliweyo okanye eprintiweyo	
Irekhodi iqulathe imifanekiso ekwikhompyutha *(oku kuquka iifoto, izilayidi, ushicilelo lwevidiyo, imifanekiso eveliswa ngekhompyutha, iziketshi, njl.njl.)*	
Irekhodi iqulathe amagama arekhodiweyo okanye iinkcukacha ezinokuphinda ziveliswe zibe zisandi	
Irekhodi igcinwe kwimo yekhompyutha okanye kamatshini onekhompyutha, okanye kwimo efundeka ngomatshini	

IFOMU YOFIKELELO *(Phawula kwibhokisi efanelekileyo ngo-"X")*	
Ikopi yerekhodi eprintiweyo *(kuquka neekopi zayo nayiphi na imifanekiso esekhompyutheni, imibhalo ekhutshelweyo kunye neenkcukacha ezigcinwe kwimo yekhompyutha okanye kamatshini onekhompyutha okanye kwimo efundeka ngomatshini)*	
Izinto ezikhutshelweyo ezibhaliweyo okanye eziprintiweyo zemifanekiso yekhompyutha *(oku kuquka iifoto, izilayidi, ushicilelo lwevidiyo, imifanekiso eveliswa ngekhompyutha, iziketshi, njl.njl.)*	
Isoundtrack ekhutshelweyo *(uxwebhu olubhaliweyo okanye oluprintiweyo)*	
Ikopi yerekhodi kwiflash drive *(kuquka imifanekiso ekwikhompyutha kunye neesoundtrack)*	
Ikopi yerekhodi kwicompact disc drive *(kuquka imifanekiso ekwikhompyutha kunye neesoundtrack)*	
Ikopi yerekhodi egcinwe kwiseva yokugcina yeklawudi	

INDLELA YOKUFIKELELA *(Phawula kwibhokisi efanelekileyo ngo-"X")*	
Ukuhlola irekhodi ubuqu bakho kwidilesi ebhalisiweyo yequmrhu labucala *(kuquka ukumamela amagama arekhodiweyo, okanye iinkcukacha ezinokuphinda ziveliswe zibe zisandi, okanye iinkcukacha ezigcinwe kwimo yekhompyutha okanye kamatshini onekhompyutha okanye kwimo efundeka ngomatshini)*	
Iinkonzo zeposi ukuya kwidilesi eseposini	
Iinkonzo zeposi ukuya kwidilesi esesitalatweni	
Iinkonzo zekhuriya ukuya kwidilesi esesitalatweni	
Ifeksi yeenkcukacha kwimo ebhaliweyo okanye eprintiweyo *(kuquka imibhalo ekhutshelwayo)*	
I-imeyile yeenkcukacha *(kuquka iisoundtrack ukuba kunokwenzeka)*	
Ukwabelana ngeklawudi/ugqithiselo lwefayile	
Ulwimi olukhethwayo	

(Qaphela ukuba ukuba irekhodi ayifumaneki ngolwimi olukhethayo, usenokunikwa ufikelelo ngolo lwimi irekhodi ifumaneka ngalo)	

IINGCOMBOLO ZELUNGELO ELISETYENZISWAYO OKANYE ELIKHUSELWAYO *Ukuba le ndawo inikeziweyo ayonelanga, nceda uqhubekeke kwiphepha elahlukeneyo uze ulincamathelise kule Fomu. Umenzi wesicelo kumele atyikitye onke amaphepha awongezelelweyo.*	
Bonisa ukuba leliphi ilungelo elisetyenziswayo okanye elikhuselwayo:	
Chaza ukuba kutheni le rekhodi iceliweyo ifuneka ukwenzela ukusebenzisa okanye ukukhusela eli lungelo likhankanywe ngasentla:	

IINTLAWULO EBHATALISWAYO	
a) Intlawulo ebhataliswayo yesicelo kumele ibhatalwe ngaphambi kokuba isicelo siqwalaselwe. *b) Uza kwaziswa ukuba yimalini imali yofikelelo ekumele ibhatalwe.* *c) Intlawulo ebhataliswayo ngofikelelo kwirekhodi ixhomekeke kwimo olufunwa ngayo ufikelelo kunye nexesha elamkelekileyo elifunekayo ukuze kukhangelwe kwaye kulungiselelwe irekhodi.* *d) Ukuba uyafaneleka ukwaphulelwa ngokubhatala nayiphi na intlawulo ebhataliswayo, nceda uchaze isizathu sokwaphulelwa.*	
Isizathu	

Uza kwaziswa ngembalelwano ukuba ingaba isicelo sakho sivunyiwe okanye saliwe kusini na, ukuba sivunyiwe uya kuchazelwa neendleko ezinxulumene nesi sicelo, ukuba zikhona. Nceda ubonise indlela yembalelwano oyikhethayo:

IDilesi yePosi	Ifeksi	UNxibelelwano ngooMatshini abaneKhompyutha (Nceda uChaze)

Ityikitywe e_________________________ ngomhla ____________ ka_________________________ 20 ____.

____
UTyikityo loMenzi weSicelo / Umntu ekwenziwa isicelo egameni lakhe

____

YENZELWA UKUSETYENZISWA YIOFISI

INombolo yeReferensi:	
Isicelo sifunyenwe: *(Chaza iSikhundla, iGama kunye neFani yeGosa leeNkcukacha)*	
UMhla eSifunyenwe Ngawo:	
INtlawulo yoFikelelo:	
IDipozithi (ukuba ikhona):	

____
UTyikityo lweGosa leeNkcukacha

ISIHLOMELO C (IFOMU 1): ISILANDULO SOKUSETYENZWA KWEENKCUKACHA ZOBUQU NGOKUMAYELANA NECANDELO 11(3) LOMTHETHO WOKHUSELO LWEENKCUKACHA ZOBUQU, KA-2013 (U-ACT NO. 4 KA-2013) – IMIGAQO ENXULUMENE NOKHUSELO LWEENKCUKACHA ZOBUQU, KA-2017 [Umgaqo 2(1)]

Qaphela:

1. *Ii-affidavit okanye obunye ubungqina obungamaxwebhu bokuxhasa isilandulo kumele buncanyatheliswe.*
2. *Ukuba le ndawo inikeziweyo kule Fomu ayonelanga, ngenisa iinkcukacha njengeSihlomelo kule Fomu uze utyikitye iphepha ngalinye.*

INombolo yeReferensi _________________

IINKCUKACHA ZOMNINI WEENKCUKACHA	
IGama kunye neFani yoMnini weeNkcukacha:	
Idilesi yasekhaya, yeposi okanye yeshishini:	
Inombolo (iinombolo) yoqhagamshelwano:	
Inombolo yefeksi:	
Idilesi yeimeyile:	

IINKCUKACHA ZELI QELA LINOXANDUVA	
IGama kunye neFani yeQela elinoXanduva (ukuba iQela elinoXanduva	

ngumntu wendalo):	
Idilesi yasekhaya, yeposi okanye yeshishini:	
Inombolo (iinombolo) yoqhagamshelwano:	
Inombolo yefeksi:	
Idilesi yeimeyile:	
IGama leQumrhu likaRhulumente okanye leQumrhu laBucala (ukuba iQela elinoXanduva ayingomntu wendalo):	
Idilesi yeshishini:	Ikhowudi ( )
Inombolo (iinombolo) yoqhagamshelwano:	
Inombolo yefeksi:	
Idilesi yeimeyile:	

ISIZATHU SESILANDULO *(Nceda unikeze ngezizathu ezinatyisiweyo zesilandulo)*

Ityikitywe e________________________ ngomhla ____________ ku________________________ 20 ____.

____
UTyikityo loMnini weeNkcukacha (Umenzi wesicelo)

ISIHLOMELO D (IFOMU 2): ISICELO SOKUQOKELELWA OKANYE SOKUCINYWA KWEENKCUKACHA ZOBUQU OKANYE UKUTSHATYALALISWA OKANYE UKUCINYWA KWEREKHODI LEENKCUKACHA ZOBUQU NGOKUMAYELANA NECANDELO 24(1) LOMTHETHO WOKHUSELO LWEENKCUKACHA ZOBUQU, KA-2013 (U-ACT NO. 4 KA-2013) – IMIGAQO ENXULUMENE NOKHUSELO LWEENKCUKACHA ZOBUQU, KA-2017 [Umgaqo 3(2)]

QAPHELA:

1. *Ii-affidavit okanye ubungqina bamaxwebhu obuxhasa esi sicelo kumele buncanyatheliswe.*
2. *Ukuba le ndawo inikeziweyo kule Fomu ayonelanga, ngenisa iinkcukacha njengeSihlomelo kule Fomu uze utyikitye iphepha ngalinye.*

INombolo yeReferensi _________________

Phawula kwibhokisi efanelekileyo ngo-“x”

1. ISicelo:

   Sokulungiswa okanye sokucinywa kweenkcukacha zobuqu malunga nomnini weenkcukacha ekweli qela linoxanduva okanye ephantsi kolawulo lwalo.

   ☐

   Sokutshatyalaliswa okanye sokucinywa kwerekhodi yeenkcukacha zobuqu malunga nomnini weenkcukacha ekweli qela linoxanduva okanye ephantsi kolawulo lwalo nelingasenalo ugunyaziso lokugcina le rekhodi yeenkcukacha.

   ☐

IINKCUKACHA ZOMNINI WEENKCUKACHA	
IGama kunye neFani yoMnini weeNkcukacha:	
Idilesi yasekhaya, yeposi okanye yeshishini:	

INombolo (iinombolo) yoqhagamshelwano:	
Inombolo yefeksi:	
Idilesi yeimeyile:	
IINKCUKACHA ZELI QELA LINOXANDUVA	
IGama kunye neFani yeQela elinoXanduva (ukuba iQela elinoXanduva ngumntu wendalo):	
Idilesi yasekhaya, yeposi okanye yeshishini:	
Inombolo (iinombolo) yoqhagamshelwano:	
Inombolo yefeksi:	
Idilesi yeimeyile:	
IGama leQumrhu likaRhulumente okanye leQumrhu laBucala (ukuba iQela elinoXanduva ayingomntu wendalo):	
Idilesi yeshishini:	

	Ikhowudi ( )
INombolo (iinombolo) yoqhagamshelwano:	
Inombolo yefeksi:	
Idilesi yeimeyile:	

IZIZATHU * ZOKULUNGISWA OKANYE ZOKUCINYWA KWEENKCUKACHA ZOBUQU MALUNGA NOMNINI WEENKCUKACHA OKANYE * ZOKUTSHATYALALISWA OKANYE ZOKUCINYWA KWEREKHODI YEENKCUKACHA ZOBUQU MALUNGA NOMNINI WEENKCUKACHA EKWELI QELA LINOXANDUVA OKANYE EPHANTSI KOLAWULO LWALO *(Nceda unikeze ngezizathu ezinatyisiweyo zesilandulo)*

Ityikitywe e_________________________ ngomhla ____________ ka _________________________ 20 ____.

____

UTyikityo loMnini weeNkcukacha

ISIHLOMELO E (IFOMU 3): ISIPHUMO SESICELO KUNYE NEENTLAWULO EZIBHATALISWAYO [Umgaqo 8]

1. *Ukuba isicelo sivunyiwe –*
   (a) Imali yedipozithi, ukuba ikhona, ibhatalwa ngaphambi kokuba isicelo sakho sisetyenzwe; kwaye le rekhodi/inxalenye yerekhodi eCeliweyo iya kukhutshwa kuphela bakube bufunyenwe ubungqina bokubhatala ngokupheleleyo.
2. *Nceda usebenzise le nombolo yereferensi ingezantsi kuyo yonke imbalelwano yexesha elizayo.*

INombolo yeReferensi: ____________________________

IYA: ___________________________________

____

____

____

Isicelo sakho somhla we-_________________ sithi

1. UCele

UkuHlola Buqu iinkcukacha ezikwidilesi ebhalisiweyo yequmrhu likarhulumente/labucala *(kuquka ukumamela amagama arekhodiweyo, iinkcukacha ezinokuphinda ziveliswe zibe zisandi, okanye iinkcukacha ezigcinwe kwimo yekhompyutha okanye kamatshini onekhompyutha okanye kwimo efundeka ngomatshini)* kwenziwa simahla. Kufunwa wenze idinga lokuza kuhlola iinkcukacha kwaye uze nale Fomu. Ukuba emva koko ufuna naluphi na uhlobo lokuveliswa kwakhona kwezi nkcukacha, uza kuba netyala lokubhatala ezi ntlawulo zibhataliswayo zikwiSihlomelo B	

OKANYE

2. UCele

Iikopi eziprintiweyo zeenkcukacha *(kuquka neekopi zayo nayiphi na imifanekiso esekhompyutheni, imibhalo ekhutshelweyo kunye neenkcukacha ezigcinwe kwimo yekhompyutha okanye kamatshini onekhompyutha okanye kwimo efundeka ngomatshini)*	
Izinto ezikhutshelweyo ezibhaliweyo okanye eziprintiweyo okanye imifanekiso yekhompyutha *(oku kuquka iifoto, izilayidi, ushicilelo lwevidiyo, imifanekiso eveliswa ngekhompyutha, iziketshi, njl.njl.)*	
Isoundtrack ekhutshelweyo *(uxwebhu olubhaliweyo okanye oluprintiweyo)*	
Ikopi yerekhodi kwiflash drive *(kuquka imifanekiso ekwikhompyutha kunye neesoundtrack)*	
Ikopi yerekhodi kwicompact disc drive *(kuquka imifanekiso ekwikhompyutha kunye neesoundtrack)*	
Ikopi yerekhodi egcinwe kwiseva yokugcina yeklawudi	

3. Okumele kuNgeniswe

Iinkonzo zeposi ukuya kwidilesi eseposini	
Iinkonzo zeposi ukuya kwidilesi esesitalatweni	
Iinkonzo zekhuriya ukuya kwidilesi esesitalatweni	
Ifeksi yeenkcukacha kwimo ebhaliweyo okanye eprintiweyo *(kuquka imibhalo ekhutshelwayo)*	
I-imeyile yeenkcukacha *(kuquka iisoundtrack ukuba kunokwenzeka)*	
Ukwabelana ngeklawudi/ugqithiselo lwefayile	

Nceda uqaphele ukuba isicelo sakho siye:

Savunywa ☐

Saliwa ☐

Ngezi zizathu zilandelayo:

4. Iintlawulo ezibhataliswayo ngokumayelana nesicelo sakho:

Into	Iindleko zephepha eliyi-A4 ubukhulu okanye inxalenye yalo/yento	Inani lamaphepha/ lezinto	Iyonke
Ifotokopi			
Ikopi eprintiweyo			
Ngekopi ekwimo efundeka ngekhompyutha: (i) kwiflash drive • Iza kubonelelwa ngumenzi wesicelo (ii) Icompact disc • Ukuba inikezwe ngumenzi wesicelo • Ukuba uyinikiwe umenzi wesicelo	R40.00 R40.00 R60.00		
Ngento ekhutshelwayo yemifanekiso yekhompytha ngephepha ngalinye eliyi-A4 ubukhulu	Ezi nkonzo ziza kugqithiselwa kwinkampani engaphandle. Kuya		
	kuxhomekeka kwikowuteshini		
Ikopi yemifanekiso ebonwayo			
	yomboneleli weenkonzo		
Imibhalo ekhutshwelwayo yerekhodi yezandi, ngephepha ngalinye eliyi-A4 ubukhulu	R24.00		
Ikopi yerekhodi yezandi			
(i) Kwiflash drive			
• Iza kubonelelwa ngumenzi wesicelo	R40.00		
(ii) Icompact disc			

• Ukuba inikezwa ngumenzi wesicelo	R40.00		
• Ukuba uyinikiwe umenzi wesicelo	R60. 00		
Imali yokuposa, i-imeyile okanye ezinye iindlela zokugqithisela ngomatshini onekhompyutha:	Iindleko kanye kanye		
IYONKE:			

1. Idipozithi ebhatalwayo (ukuba ukukhangela kuyagqithisa kwiiyure ezintandathu):

Ewe ☐

Hayi ☐

Iiyure zokukhangela		Imali yedipozithi *(ibalwa ngesinye esithathwini semali epheleleyo yesicelo ngasinye)*	

Le mali kufuneka ibhatalwe kule akhawunti yeBhanki ilandelayo:

IGama leBhanki:	
Igama lomnini weakhawunti:	**SAMWUMED**
Uhlobo lweakhawunti:	**CORPORATE CHEQUE ACCOUNT**
Inombolo yeakhawunti:	51330013990
IKhowudi yeSebe:	204109
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