IMIYALELO YOKUFIKELELA KWINKCAZELO (PAIA)

(Ilungiselelwe kulandelwa icandelo 51 lePromotion of Access to Information Act of 2000 (itshintshiwe))

I-SHOP2SHOP (PTY) LTD NEENKAMPANI ESEBENZISANA NAZO

IGAMA LENKAMPANI:	SHOP2SHOP (PTY) LTD
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IDILESI:	17 New Church Street, Cape Town, 8000
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ABANINI BENKCAZELO

Le miyalelo yeyakwaShop2Shop (Pty)Ltd neenkampani esebenzisana nazo, xa zibizwa kule miyalelo kubhekiselwa kuzo ngokuthi "yiNkampani). I-CEO yale Nkampani iyaqinisekisa ukuba le miyalelo iza kuqala ukusebenza nge-1 kaJulayi 2022. **INGXELO YOKUZIKHUPHA ETYALENI**

Izinto ezikolu xwebhu zimele zisetyenziselwe iNkampani kuphela kwaye azinakudluliselwa ngendlela eyophula umthetho. Uhlelo oludala lwayo akunakuthiwa lusemthethweni. Luhlelo lwamva kuphela olwamkelekileyo.

INTSHAYELELO

I-Promotion of Access to Information Act yango-2000 ("**PAIA**"), iPAIA isebenza ngenxa yecandelo 32 loMgaqo-siseko, mgaqo lowo othi wonke umntu unelungelo lenkcazelo egcinwe Ngurhulumente, kunye nenkcazelo egcinwe ngomnye umntu (okanye inkampani ezimeleyo) xa loo nkcazelo ifuneka ukuze umntu enze okanye akhusele into anelungelo layo.

I-PAIA ithi umntu ofuna inkcazelo umele anikwe imvume yokufikelela kuyo nayiphi inkcazelo yabucala, ukuba loo

nkcazelo iyafuneka ukuze enze okanye akusele into aselungelweni layo. Kodwa ke, isicelo esikumila kunje simele sihambelane nemigaqo-nkqubo ekulo Mthetho. Le miyalelo ibhalwe kulandelwa iCandelo 51 lePAIA ukuze ichaze izinto ezifunekayo zeProtection of Personal Information Act yango-2013 Nemigaqo yayo, ingakumbi uMgaqo 4 ("**POPIA**").

Le miyalelo iza kukuchazela ngohlobo lenkcazelo egciniweyo nangenkqubo omele uyilandele ukuze ufikelele kwinkcazelo egcinwe yiNkampani enoxanduva lokuyilawula. Xa kuthethwa ngeNkampani kule miyalelo, kuthethwa nangeenkampani ezibhalwe kwiAnnexure A equkiweyo nayo apha.

i. Injongo yale miyalelo:kukuxhasa ukuvezwa kokusetyenziswa kwenkcazelo nokuhambisela phambili ilungelo lokufikelela kwinkcazelo ngokuncedisa abantu abanokuba nomdla wokufaka isicelo ngokuthi ibazise ngenkqubo abamele bayilandele xa befaka isicelo sokufikelela kwinkcazelo / kumaxwebhu eNkampani njengoko ufuna njalo umthetho wePAIA;

ii. kukuchaza ukuba zeziphi Iinkcukacha Zobuqu ezichazwe kwiPOPIA ezinokusetyenziswa; inkcazelo Ngabanini Benkcazelo iNkampani esebenzisa Iinkcukacha Zabo Zobuqu kunye neenxalenye zeeNkcukacha Zobuqu ezinxulumene neenkcukacha naba banini benkcazelo; iindawo ekunokuthunyelwa kuzo ezi Nkcukacha Zobuqu nokuthunyelwa kwazo kwamanye amazwe phantsi kwePOPIA.

IINKCUKACHA ZOQHAGAMSHELWANO ZENKAMPANI

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ICANDELO 10 IMIYALELO YOKUSEBENZISA I-PAIA

Nawuphi na umntu ofaka isicelo ucetyiswa ukuba aqhagamshelane Nomsebenzi Weenkcukacha Zenkampani ku informationofficer@shop2shop.co.za ukuze afumane uncedo malunga nale miyalelo.

Umntu ekunokuqhagamshelwana naye: Umsebenzi Weenkcukacha

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Inombolo yomnxeba: 021 422 2018

Ukuba ufuna inkcazelo mayela nendlela yokufikelela kwinkcazelo engeNkampani, unokuqhagamshelana noMsebenzi Wenkcazelo, nekungumsebenzi wakhe ukwazisa abantu malunga nePAIA:

Umntu onokuqhagamshelana naye: Idilesi Yeposi Yomsebenzi Wenkcazelo:
Private Bag , 31533 Braamfontein 2017

Physical Address: JD House 27 Stiemens Street, Braamfontein Johannesburg

Iwebhsayithi: www.justice.gov.za

I-imeyile: enquiries@inforegulator.org.za

IINGXELO EZIGCINWE YINKAMPANI

INkampani igcina iingxelo ezihambelana neminye imithetho, iingxelo ezo ezinxulumene nezinto ezenziwa yinkampani, njengoko zidweliswe kwiAnnexure C.

Sicela uqaphele ukuba nangona iNkampani ithembise ukuvelisa uxwebhu olupheleleyo lwale mithetho, kungenzeka ukuba olu xwebhu lungapheleli. Ukuba kuye kwenzeka sazi ngayo nayiphi imithetho ekuvumela ukuba ufikelele kwinkcazelo ngenye indlela, ngaphandle kowe-PAIA, siza kuluhlaziya olu xwebhu.

Ukuba ukholelwa ekubeni ilungelo lokufikelelwa kwingxelo ethile likhona ngokomthetho othile ngaphandle kwale idweliswe ngentla okanye nawuphi na omnye umthetho, kufuneka uchaze ukuba elo lungelo lokufikelela lisekelwe entweni, ukuze uMsebenzi Wenkcazelo akwazi ukuhlola eso sicelo. Ukongezelela, ukufikelela kwiimpepha nakwiingxelo kunokuthintelwa ngenxa yezizathu ezibhalwe kolu xwebhu.

Ukuba kukho umthetho ofuna ukuba iNkampani yenze iingxelo ezithile zifikeleleke kuwe ukuze uzihlole, iNkampani iza kuzenza zifumaneke ezo ngxelo, ukuba akukho omnye umthetho oyithintelayo iNkampani ukuba yenze njalo, isicelo sokufikelela kwingxelo senziwa ngumntu onomdla, nonelungelo lokufikelela kulo nkcazelo kwaye oku kwenziwa kulandela iPAIA, umthetho onxulumene nayo nazo naziphi iipolisi zangaphakathi kwiNkampani.

INkampani iigcina iingxelo zenkcazelo eyahlukahlukeneyo, njengoko kubonisiwe kuAnnexure A.

Inkcazelo ngeengxelo ezifumaneka enokuba umntu akafakanga sicelo ngokoMthetho zidwelwe kwiAnnexure B.

Inkcazelo egcinwe yiNkampani ekwiAnnexure A noC ayihlali ifumaneka kwaye unokuthintelwa ukuba ufikelele kuyo ngokwezizathu ezibhalwe kolu xwebhu. Sicelo ngasinye sokufikelela kula maxwebhu siza kuhlolwa ngokwemeko nganye kwaye iNkampani inelungelo lokungavumi ukuba ufikelele kwiingxelo ngokutsho kwePAIA. Sicelo ngasinye senziwe kulandelwa icandelo 63 ukuya ku67 lePAIA.

INDLELA YOKUFIKELELA KWINKCAZELO

Nawuphi na umntu ofuna ukufaka isicelo sokufikelela nakweyiphi na inkcazelo egcinwe yiNkampani ukuze akhusele okanye enze into aselungelweni layo unokuqhagamshelana nomsebenzi Wenkcazelo weNkampani kwezi nkcukacha zoqhagamshelwano zilandelayo.

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Umele usebenzise ifomu yokufaka isicelo ukuze ufake isicelo sokufikelela kwingxelo ethile. Le fomu yesicelo ifumaneka aphaokanye kwiiofisi zethu.

Naziphi iindawo ekunyanzelekileyo ukuba ubhale kuzo "kwiFomu Yokufaka Isicelo Sokufikelela Kwinkcazelo" kumele kubhalwe kuzo ngendlela efanelekileyo. Le fomu (namaphepha ongezelelekileyo ayiphelekayo) imele isayinwe ngumntu oyithumelayo.

Emva kokuba ithunyelwe le "Fomu Yokufaka Isicelo Sokufikelela Kwinkcazelo," Umsebenzi Wenkcazelo uza kwazisa umntu ofake isicelo ngemali amele ayibhatale (ukuba ikhona) ngaphambi kokuba sihoywe isicelo.

Imali yokufaka nasiphi isicelo sokufikelela nakweziphi iingxelo ibonisiwe kwiAnnexure D. Ukuba uyinikiwe imvume yokufikelela kwinkcazelo, umntu ofake isicelo uza kwaziswa aze abhatale imali engakumbi. Le mali yongezelelekileyo yeyokulungiselela neyexesha elichithiweyo kuphandwa kwaye kulungiselelwa loo nkcazelo. Umntu ofake isicelo unokumangala enkundleni ukuba akavumelani nendlela aphetheke ngayo okanye ngemali ayibhatalisiweyo.

Umntu ofuna ukufikelela kwingxelo eneenkcukacha zakhe zobuqu akazukubhataliswa. Umntu ofaka isicelo umele enze ezi zinto:

- Achaze ngalo mntu ufuna ukufikelela kwinkcazelo
- Achaze iinkcukacha ezaneleyo eziza kunceda umsebenzi wenkcazelo akwazi ukufumana le nkcazelo ifunekayo
- Achaze ukuba uyifuna le nkcazelo ikwifomathi enjani
- Abhale iinkcukacha zoqhagamshelwano zomntu ofuna le nkcazelo
- Abonise ilungelo alisebenzisayo kunye/okanye alikhuselayo, aze achaze nokuba le nkcazelo afaka isicelo ngayo iza kumnceda njani akhusele aze/okanye enze into aselungelweni layo
- Xa umntu ofaka isicelo senkcazelo efuna ukuxelelwa ngesigqibo sesicelo sakhe ngendlela ethile, umele achaze loo ndlela afuna ukuxelelwa ngayo

Ukuba isicelo senziwa egameni lomnye umntu, thumela ubungqina bokuba lo mntu ufaka isicelo uyifumene na imvume yokwenza loo nto.

Imali yokufikelela kwinkcazelo omele uyibhatale ichazwe kwiAnnexure D. Ukuba inkcazelo ingomntu ofaka isicelo, akukho mali emele ibhatalwe.

IZINTO EZINOKWENZA ISICELO SOKUFIKELELA KWINKCAZELO SINGAVUNYWA

Isahluko 4 sePAIA sichaza izizathu ezinokwenza isicelo sokufikelela kwinkcazelo singavunywa, ezo zizathu zishwankathelwe apha ngezantsi:

Icandelo 63 lePAIA lithetha ngokunyazeleka kokukhuselwa kweenkcukacha eziyimfihlo zabantu.

Icandelo 64 lePAIA lithetha ngokunyanzeleka kokukhuselwa kweenkcukacha zentengiso zezinye iinkampani, kuquka iingxelo ezineemfihlo zorhwebo; inkcazelo yezemali, yezentengiso, yesayensi neyobuxhakaxhaka bale mihla ngaphandle kweemfihlo zentengiso, ukuvezwa kwenkcazelo okunokuchana inkampani kwezentengiso; okanye izinto ezidibene nemali zaloo nkampani; okanye iinkcukacha eziyimfihlo zenkampani leyo.

Icandelo 65 lePAIA litetha ngokukhuselwa kweenkcukacha eziyimfihlo zomntu okanye inkampani, kwiimeko apho ukuziveza kungophula isivumelwano sobumfihlo.

Icandelo 66 lePAIA lithetha ngokukhuselwa kwenkcazelo enxulumene nokukhuseleka kwantu, nokukhuselwa kwesaskhiwo.

Icandelo 67 lePAIA lithetha ngokukhuselwa kweengxelo ezibalulekileyo ezingenakusetyenziswa ekuxoxweni kwetyala enkundleni.

Icandelo 68 lePAIA lithetha ngokungavumi ngenkcazelo yezentengiso yeNkampani ukuba loo nkcazelo ineemfihlo zorhwebo, inkcazelo yezemali, intengiso, okanye eyesayensi ngaphandle kwenkcazelo yezorhwebo, ukuba ukunikezela ngaloo nkcazelo kungachana ngandlel' ithile kumba wezentengiso nakowezimali iNkampani leyo; inkcazelo enokuchana iNkampani kukhuphiswano lwayo nezinye; okanye inkqubo yesoftware yeNkampani ekhuselwe ngecopyright.

Icandelo 69 lePAIA lithetha ngokukhuselwa kwenkcazelo edibene nophando lweNkampani okanye omnye umntu, nkcazelo leyo ekunokuthi ukuba ingakhutshwa ichane ngendlela embi iNkampani okanye loo mntu wenze olo phando.

Zonke izicelo zokufumana inkcazelo ziza kuhlolwa ngokwemeko nganye nangokuhambelana nemigaqo nemithetho. Izicelo ekucace gca ukuba zezokuphazamisa nje okanye ekunokuba kudlalwa ngemali ukuba zingahoywa zinokukhatywa.

IINGXELO EZINGAFUMANEKIYO OKANYE EZINGEKHOYO

Ukuba Inkampani iyikhangele ingxelo kwaye yafumanisa ukuba le ngxelo ayikho okanye ayifumaneki, iNkampani iza kumazisa umntu ofake isicelo ngendlela yokumqinisekisa ukuba ayifumaneki le ngxelo ayifunayo. INkampani iza kunika lowo ufake isicelo iinkcukacha ezimalunga namanyathelo athathiweyo xa bekukhangelwa le ngxelo ize imxelele ukuba, ukuba kuyenzeka le ngxelo ifumaneke, iNkampani iza kumnika imvume yokufikelela kuyo, ukuba nje oko akuchasenanga noko kubhalwe kwiSahluko 4 seNxalenye 3 yalo Mthetho.

UKUSETYENZISWA KWEENKCUKACHA ZOBUQU

Isahluko 3 seProtection of Personal Information Act, 2013 neMigaqo yayo ("**iPOPIA**") sichaza iimeko apho ekusemthethweni kuzo ukusebenzisa Iinkcukacha Zobuqu Zomntu Okanye Inkampani, njengoko izichaza njalo iPOPIA, kwaye iNkampani iza kuqinisekisa ukuba xa isebenzisa Iinkcukacha Zobuqu, ezicaciswe kwiPOPIA, zomntu othile, ukuba:

(i) Iinkcukacha Zobuqu zisetyenziswa ngendlela esemthethweni nangendlela efanelekileyo engekho nxamnye neenkcukacha eziyimfihlo zaloo mntu

(ii) Iinkcukacha zobuqu zinokusetyenzisa, ngokwenjongo leyo zisetyenziselwa yona, ukuba zonele, zinxulumene naloo njongo, okanye azibaxekanga kakhulu ngokwenjongo leyo

(iii) Iinkcukacha zobuqu zinokusetyenziswa kuphela ukuba—

- a) umnikazi weenkcazelo uyavuma okanye ukuba inkcazelo leyo yeyomntwana, zinokusetyenziswa xa umntu ommeleyo evuma;
- b) ukuzisebenzisa kuyimfuneko ukuze kwenziwe izinto ekuvunyelenwe ngazo kwisivumelwano ayinxalenye yaso umnikazi wenkcazelo;
- c) ukuzisebenzisa kuhambelana nomthetho Kuloo Mntu okanye Kuloo Nkampani;
- d) ukuzisebenzisa kukhusela umnikazi wenkcazelo;
- e) ukuzisebenzisa kubalulekile ukuze abantu bomthetho benze umsebenzi wabo; okanye
- f) ukuzisebenzisa kubalulekile ukunceda Umntu okanye Inkampani efumana loo nkcazelo
- g) ichanile kwaye isexesheni
- h) Iinkcukacha Zobuqu ziqokelelwa injongo ecacileyo nesemthethweni ekwenzeni into

enxibeleleni naloo Mntu okanye iNkampani;

a) iingxelo zeeNkcukacha Zobuqu azimele zigcinwe ixesha elingaphezu kwelo lifunekayo

b) ukuze kwenziwe injongo ebeziqokelelwe zona ngaphandle kokuba—

i. umthetho unyanzelisa ukuba zigcinwe;

ii. loo mbutho ufuna ukuba iza kuyidinga le ngxelo ngokweenjongo ezisemthethweni ezinxulumene neenkqubo zawo;

iii. ukugcinwa kwengxelo kuyimfuneko ngenxa yesivumelwano saloo mibutho; okanye

iv. umnikazi weenkcazelo uyavuma okanye ukuba inkcazelo leyo yeyomntwana, zinokugcinwa xa umntu ommeleyo evuma.

(iv) Inkampani iyazitshabalalisa Iinkcukacha Zobuqu okanye izenze zingacaci ukuba zezikabani ukuba lidlulile ixesha lokuba igcine loo ngxelo;

(v) Inkampani iqinisekisa ukuba ukunyaniseka nobumfihlo beeNkcukacha Zobuqu ezikuyo zikhuselekile ngokuthatha amanyathelo afanelekileyo obuxhakaxhaka bale mihla nolawulo olufanelekileyo ukuze ithintele:

a) ukulahleka, ukonakala okanye ukutshatyalaliswa okungagunyaziswanga kweeNkcukacha Zobuqu; kunye

b) nokufikelela okanye ukusetyenziswa okungekho semthethweni kweeNkcukacha Zobuqu;

(vi) Iinkcukacha Zobuqu zisetyenziswa ngokuhambelana namalungelo Abanikazi Benkcazelo, apho kuyimfuneko khona. Abanini Benkcazelo banelungelo:

a) lokuxelelwa ukuba Iinkcukacha Zabo Zobuqu ziqokelelwa yiNkampani;

b) lokufaka isicelo sokuqinisekisa enokuba iNkampani ineeNkcukacha Zabo, nelokufikelela kwingcaciso yeenkcukacha okanye ingxelo. Naziphi izicelo zeenkcukacha zimele zenziwe kulandelwa izinto ezibhalwe kule Miyalelo;

c) lokucela ukuba kulungiswe okanye kucinywe Iinkcukacha Zobuqu ezingachananga, ezingadibaniyo naloo nto kubhalwe ngayo, ezibaxiweyo, eziphelelwe lixesha, ezilahlekisayo okanye ezifunyenwe ngokungekho semthethweni.

d) lokungavumi ukuba iNkampani isebenzise iiNkcukacha Zakhe nokufaka isicelo sokuba zisuswe ezo Nkcukacha Zobuqu (ukuzisusa kungaxhomekeka kwizinto ezifunekayo zokubhala ingxelo zeNkampani nemigaqo ehambelana neminye imithetho);

e) lokungavumi ukuba kusetyenziswe Iinkcukacha Zobuqu ngeenjongo zokuthengisa kwizixhobo ze-elektronikhi;

f) lokwaziswa ngokophulwa okanye ngokufikelelwa kwenkcazelo ngendlela engagunyaziswanga;

g) lokufaka isikhalazo Kumsebenzi Wenkcazelo malunga nokunyathelwa kwawo nawaphi amalungelo aphantsi kwePOPIA nofaka isimangalo xa kukho isityholo sokungakhuselwa kweeNkcukacha Zakhe.

Injongo Yokusetyenziswa Kweenkcukacha Zobuqu

Iinjongo zokoba iNkampani isebenzise okanye icebe ukusebenzisa Iinkcukacha Zobuqu zibhalwe kwisaziso sethu

sobumfihlo.

Amacandelo abanini benkcazelo Neenkcukacha Zobuqu/Inkcazelo Ebalulekileyo

Isaziso sethu sobumfihlo sicaza amacandelo abanini benkcazelo Neenkcukacha Zobuqu ezisetyenziswa yiNkampani.

Ngoobani abanokufikelela kwiiNkcukacha Zakho Zobuqu?

Isaziso sethu sobumfihlo sibonisa uhlobo lwabantu neenkampani iNkampani eyabelana nazo neeNkcukacha Zobuqu.

Ukuthunyelwa KweeNkcukacha Zobuqu Kwamanye Amazwe

INkampani iyafikelela ize isebenzise Iinkcukacha Zobuqu eMzantsi Afrika. INkampani inokusebenzisa Iinkcukacha Zobuqu ngaphandle koMzantsi Afrika (ngokomzekelo kwi-intanethi), kodwa hayi kumazwe angenamithetho iqinileyo yokukhuseleka kwenkcazelo okanye apho iNkampani inesivumelwano nomnini nkcazelo esinemigaqo ethile nefanelekileyo yokukhuselwa kwenkcazelo.

Inkcazelo ngemigaqo yokhuseleko kwenkcazelo elandelwayo

INkampani isungule imigaqo yeteknoloji neyolawulo eyenzelwe ukukhusela ubumfihlo nokuchana kweeNkcukacha Zobuqu. INkampani iyihlolile imingcipheko enokubakho ngaphakathi nangaphandle yaza yaseka imigaqo yokuzikhusela kule mingcipheko. INkampani ihlale iqinisekisa ukuba le migaqo yokuzikhusela iyalandelwa na kwaye iza kuqhubeka iyihlaziya xa kukho imingcipheko emitsha efunyanisiweyo.

UKUFUMANEKA KWALE MIYALELO

Le miyalelo iyafumaneka kuye nabani na ofuna ukuyihlola kwiiofisi zeNkampani kwaye awukhuphi nesenti emdaka xa ufuna ukuyihlola.

ANNEXURE A: UHLOBO LWEENGXELO

Ukufaka isicelo sokufikelela kumaxwebhu agcinwe yiNkampani kuza kwenziwa kulandelwa lo Mthetho. Uhlobo lweengxelo ezifumanekayo kubantu abafuna ukufaka isicelo sokufumana inkcazelo ludweliswe apha ngezantsi, kwaye kuquka ezi zinto nezinye:

Isihloko	**Udidi**
Iingxelo Zolawulo	Ilayisensi yeNkampani, iimpepha-mvume, iizatifiketi Uxwebhu lokuthobela imithetho lweNkampani Iipolisi zeNkampani Imithetho yangaphakathi yenkampani neenkqubo Naziphi na iingxelo zobuqu ezigcinwe yiNkampani zivela kubasebenzi Naziphi iingxelo ezivela komnye umntu okanye inkampani nezigcinwe yiNkampani malunga nabasebenzi bayo
Iingxelo zakwaHR	Naziphi na iingxelo zobuqu ezigcinwe yiNkampani kumsebenzi wayo Naziphi iingxelo ezivela komnye umntu okanye inkampani nezigcinwe yiNkampani malunga nomsebenzi wayo Iimeko zengqesho nezinye iingxelo ezinxulumene nomsebenzi Iingxelo zokuhlolwa kwangaphakathi nezoqeqesho Ezinye iingxelo zangaphakathi nezoluvo lwabasebenzi Uhlolo Lolwaphulo-mthetho Nolwamatyala Uhlolo lwengqondo IiCV Amaxwebhu Ezemfundo Amacebo Okuziphuhlisa Ngokwezemfundo Iingxelo zekhefu nezokungabikho emsebenzini Iingxelo ZeUIF Iingxelo zePAYE nezeemali ezivela kubaqokeleli berhafu Iingxelo Zikamakulinganwe Emsebenzini neenkqubo nekhowudi Iingxelo zakwaSETA Iileta nolunye unxibelelwano Imiyalelo neengxelo zoqeqesho Amaxwebu anikwe abasebenzi ngeenjongo zokuhlawula irhafu; Iingxelo zentlawulo yakwaSARS egameni labasebenzi;

Iingxelo ezinxulumene neenkampani kunye nabantu abasebenzisana neNkampani	Iingxelo zamacebiso Iingxelo zendlela yokusebenza Ugcino lwengxelo Iingxelo zetechnoloji Iingxelo zentengiso Imbalelwano Yangaphakathi Iingxelo zeemveliso Iingxelo ezinyanzeliswa ngumthetho Iipolisi neenkqubo zangaphakathi Iingxelo zogcino-mali Iingxelo ezigcinwe ngabasebenzi abasebenza ngeenkcukacha Zabatengi beNkampani Izivumelwano Inkcazelo enxulumene neenkonzo ezinikelwa yiNkampani kuquka amaxwebhu neengxelo zokwazi abathengi ezivela kwezinye iinkampani okanye imibutho kunye nabathengi Izivumelwano neenkampani okanye abantu abasebenzisana neNkampani Uxwebhu lokuqeshwa; Inkcazelo yoshishino yeenkampani okanye abantu abasebenzisana neNkampani; Iimpepha zomthetho; Izinto ezifunekayo kushishino namacebo eprojekti; Iingxelo zolawulo lomngcipeko; Imigaqo esiseko neemeko zokuhambisela phambili iimveliso kunye/okanye iinkonzo Iimpepha zemisebenzi Iimpepha zokuhlola izinga lenkonzo enikelweyo

Iingxelo zemali	Izitetimenti zemali Iingxelo zohlolo lwemali Ukuhlolwa kwezinto zenkampani Istetimenti sokulungelelaniswa kwemali Iimpepha zokuhlawula abasebenzi Iingxelo Zemali Zokuphela Konyaka Ubhaliso Lwezinto Zenkampani Izitetimenti Zebhanki neengxelo - Iinkcukacha zebanki neeakhawunti zebhanki Iingxelo Zebhanki Izitetimenti Zamatyala Neeinvoysi Iigeneral ledger neesusidiary ledger Ulungiso Kwiingxelo Zemali Iitsheki Ezibhatelweyo Iipolisi neenkqubo Izivumelwano Zerenti Imbalelwano Yeengxelo Zerhafu Nezivumelwano Zeemali Ezibuyisiweyo IiPO Ii-invoyisi zeemali ezithunyelwe kwamanye amazwe nezitetimenti Zonke ezinye iimpepha ezinyanzeliswa ngumtheto: I-VAT I-Regional Services Levies I-Skills Development Levies I-UIF Intlawulo Yabasebenzi

Eminye Imibutho	Inkampani inokuba neengxelo zeminye imibutho, kuquka eyabasebenzi, iinkampani ethenga kuzo, iinkampani esebenzisana nazo neminye imibutho enikela iinkonzo zezimali. Ezi ngxelo ziquka: Izivumelwano zezinga lenkonzo Iingxelo zemali Iimbalelwano Izivumelwano Zokugcina Iinkcukacha Ziyimfihlo Okanye, le mibutho inokuba neengxelo ekunokuthiwa zezeNkampani. Nazi ngxelo zilandelayo: Iingxelo Zabasebenzi, Ezeenkampani Ezisebenza NeNkampani okanye ezeNkampani ubuqu ezigcinwe ngomnye umbutho Iingxelo ezigcinwe yiNkampani zibe zeyenye imibutho ziquka ezi nezinye: Iingxelo zemali Iimbalelwano Iingxelo zezivumelwano Iingxelo ezivela kweminye imibutho

ANNEXURE B: IINGXELO EZIFUMANEKA KWIWEBHSAYITHI YETHU

Ezi ngxelo zilandelayo ziyafumaneka kwiwebhsayithi yethu kwaye akunyanzelekanga ude ufake isicelo ukuze uzifumane ngokutsho koMthetho.

- iibhrowutsha
- ezinye izixhobo zentengiso kuquka iividiyo

ANNEXURE C: IMITHETHO ESEBENZAYO

- UMthetho Wokulamla
- Umthetho Wokuhlolwa Kweencwadi
- UMtheho Weemeko Ezisisiseko Zengqesho 75 ka1997
- UMthetho Obanzii Wokuphuhliswa Kwabantsundu Kwezoqoqosho 53 ka2003 uMthetho weeNkampani 71 ka2008
- Imithetho enxulumene nokusetyenziswa kwamakhadi
- UMhetho Wembuyekezo Yokwenzekala Nokugula Emsebenzini 130 ka1993
- UMthetho Wokhuphiswano 89 ka1998
- UMthetho Okhusela Abathengi 68 ka2008
- UMthetho Wokhuphelo 98 ka1978
- UMthetho weNkqubo Yolwaphulomthetho 51 ka1977
- UMthetho Wokuqokelelwa Kwemali Yamatyala 114 ka1998
- Domicile Act 3 of 1992
- Employment Equity Act 55 of 1998
- Electronic Communications and Transactions Act 25 of 2002
- Electronic Communications Act, 36 of 2005
- Financial Advisory and Intermediary Services Act 37 of 2002
- Financial Intelligence Centre Act 38 of 2001
- Financial Institutions (Protection of Funds) Act
- Financial Markets Act 19 of 2012
- Friendly Societies Act
- Income Tax Act 58 of 1962
- Insolvency Act
- Intellectual Property Laws Amendments Act 38 of 1997
- Labour Relations Act 66 of 1995
- National Credit Act 34 of 2005
- National Payment System Act 78 of 1998
- Non-profit Organisations Act 71 of 1997
- Occupational Health and Safety Act 85 of 1993
- Pension Fund Act 24 of 1956
- Prevention of Organised Crime Act 121 of 1998

- Prevention and Combating of Corrupt Activities Act 12 of 2004
- Protection of Personal Information Act 4 of 2013
- Promotion of Access to Information Act 2 of 2000
- Promotion of Equality and Prevention of Unfair Discrimination Act 4 of 2000
- Protection of Constitutional Democracy against Terrorist and related Activities Act
- Protected Disclosures Act 26 of 2000
- South African Reserve Bank Act 90 of 1989
- Imithetho Yesebe (Esebenza kwisebe elithile)
- Skill Development Levies Act 9 of 1999
- Skills Development Act 97 of 1998
- South African Qualifications Authority Act
- Tax Administration Act 28 of 2011
- Tax Administration Laws Amendment Act 44 of 2014
- Trademarks Act 194 of 1993
- Unemployment Insurance Act 63 of 2001
- Unemployment Insurance Contributions Act 4 of 2002
- Value Added Tax Act 89 of 1991
- Eminye yale mithetho inokusebenza ngamaxesha athile

ANNEXURE D: IMALI EBHATALWAYO

Le yimali emele ibhatalwe ngokweCandelo 54	
Inkcazelo ngengxelo	**Imali ebatalwayo**
Imali ebhatalwa nguye wonke umntu ofaka isicelo sokufikelela kwinkcazelo	R50.00
Xa ufuna ukuprinta iphepha elingenambala elingu-A4 ubukhulu okanye inxalenye yalo	R2.00
Ukuba ufuna ibe kwisixhobo esiza kukwenza ukwazi ukuyibona inkcazelo kwikhompyutha: (i) Ifleshi (ii) i-cd	(i) R40.00 (ii) R60.00
Imifanekiso esephepheni, iphepha elingu-A4 ubukhulu okanye inxalenye yalo	Kuxhomekeka kumnikeli zinkonzo
Ikopi yephepha elinemifanekiso	
Ukukhutshelwa kwamazwi arekhodiweyo ephapheni, iphepha elingu-A4 ubukhulu okanye inxalenye yalo	R24.00
Ikopi yelizwi elirekhodiweyo libekwesi sixhobo: (i) Ifleshi (ii) I-cd	(i) R40.00 (ii) R60.00
(i) Ukuze ukhangele uze ulungiselele into erekhodiweyo iyure nganye okanye inxalenye yeyure, ngapandle kweyure yokuqala, ukwenzela uphando nokulungiselela. Imali ebhatalwayo yokuphanda nokulungiselela okuchazwe ngasentla akunakudlula kule mali: (ii) (iii) Ukuba uphando luthatha iiyure ezingapha kwezi-6, kufuneka ubhatale idiphozithi yoku kulandelayo:	(i) R145.00 (ii) R435.00 (iii) Kufuneka ubhatale isinye kwisithathu semali yokulungiselela iingxelo ozicelileyo
Iposi, i-imeyili okanye enye indlela yokuthumela ye-elektronikhi umz., iMFT	Iindleko zeNkampani, ukuba zikhona.

Le Miyalelo yePAIA isayinwe yiCEO yeNkampani

Isignitsha YeCEO	
Umhla	5 July 2023