

BUKANA YA PAIA

**E hlophisitswe ho ya ka karolo 14 ya Molao wa Kgothaletso ya Phumantsho ya Lesedi wa bo-2 wa 2000, jwaloka ha o hlomathisitswe**

**NOVEMBER 2023**

**(NCHAFALITSOE)**

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**TSE ETELETSENG PELE KA CEO**

Bolaodi ba Lesedi (Bolaodi), ka boimatahanyo le Molao wa Kgothaletso ya Phumantsho ya Lesedi wa bo-2 wa 2000, jwaloka ha o hlomathisitswe[[1]](#footnote-1) (PAIA), bo hlophisitse Bukana ena ya PAIA (e leng Bukana e lokelang ho balwa ho ipapisitswe le Tataiso ya mokgwa wa ho sebedisa PAIA) ho thusa ka phihlello ya setjhaba ya lesedi le tshwerweng ke Bolaodi. E nngwe ya dintle le dipehelo tse laolang tsamaiso ya mmuso ke ponaletso. Molaotheo wa Riphabliki ya Afrika Borwa, Molao bo-108 wa 1996 (Molaotheo) o tseka hore ponaletso e qobellwe ka ho neha setjhaba bonnete ba hore lesedi le *nakong*, *le a fumantshwa* le ho *nepahala.*

Sepheo sa PAIA ke ho qobella tlwaelo ya ponaletso le boikarabelo ke makala a mmuso le a poraefete mabapil e ho fihlella merero ya Afrika Borwa ya demokerasi e bulehileng moo setjhaba se nkang karolo. PAIA e boetse e fana ka matla ho tokelo ya phumantsho ya lesedi le ho kgothaletsa ka matla setjhaba moo mang le mang a nang le phihlello e hlwahlwa ya lesedi. Sena se tla thusa motho leha e le ofe a sebedise ditokelo tsa hae ka botlalo.

Mabapi le ho kgothaletsa tlwaelo ya ponaletso le boikarabelo makaleng a mmuso le a poraefete, Bolaodi bo ananela hore ho na le dikgaello[[2]](#footnote-2) ka kakaretso ka hara kgothaletso ya talole e ntle ka ponaletso. Dikgaello tse kang tseo di ananelwa ka hara dipehehelo tsa PAIA le Molao wa Tshireletso ya Lesedi la Bo Mong wa bo-4 wa 2013 (POPIA), kaha e toba ka botlalo maemo ao tlasa ona ho tla ba le phumantsho e fokoditsweng kapa e ngotluweng ya lesedi le tshwerweng ke Bolaodi.

Dikgaello di tla lekalekanya tokelo ya phumantsho ya lesedi le ditokelo tse ding tse ka hara Bili ya Ditokelo tsa Botho. Ho ya ka tshwanelo ya Bolaodi le ho ya ka Molaotheo le PAIA, Bolaodi bo ka qobelleha, ho sa natswe mabaka a kganyetso ya phumantsho ya rekoto, ho dumela kopo ya phumantsho ya rekoto ya Bolaodi, haeba pepeso ya rekoto e ka utulla bopaki ba tlolo e matla ya, kapa ho hloleha ho imatahanya le molao, le tabatabelo ya setjhaba mabapi le pepeso ya rekoto e hlakile hore e feta kotsi e lohothwang mabapi le mabaka leha e le afe a kganyetso ya phumantsho ya direkoto.

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**Monghadi Mosalanyane Mosala**

**MOHLANKA E MOHOLO WA PHETHAHATSO**

# DITLHALOSO LE DIKUTLWISISO

* 1. **Tlhaloso**
		1. **“Tefello ya phumantsho”** e bolela tjhelete le laetsweng bakeng sa merero ya karolo 22(6) kapa 54(6), ho ya kamoo maemo a leng kateng;
		2. **‘‘Monga lesedi’’** ho bolela motho eo lesedi la bo mong le amanang le yena;
		3. **“Motlatsi wa Mohlanka wa Lesedi”** ho bolelwa motho ya kgethilweng lekaleng le mmuso kapa la poraefete ya ikarabellang bakeng bakeng sa ho thusa Mohlanka wa Lesedi ka Kopo ya PAIA;
		4. **“Tataiso”** e bolela tataiso ya mokgwa wa ho sebedisa PAIA ke motho leha e le ofe ya lakatsang ho sebedisa tokelo leha e le efe e lohothwang ho PAIA le ho Molao wa Tshireletso ya Lesedi la Bo Mong wa bo-04 wa 2013, jwaloka ha ho lohothwa ho karolo 10 ya PAIA;
		5. **“Hlooho”** ya, kapa mabapi le, lekala la poraefete e bolela-
1. tabeng ya motho ya tlwaelehileng, ho kenyeletswa motho ya boletsweng ho serapa (c) sa tlhaloso ya “mokga wa dipolotiki”, motho eo ya tlwaelehileng kapa motho leha e le ofe ya fuweng matla ke motho eo ya tlwaelehileng;
2. tabeng ya selekane, molekane leha e le ofe wa selekane kapa motho leha e le ofe ya fuweng matla ke selekane;
3. tabeng ya motho wa semolao-
4. mohlanka e moholo wa phethahatso kapa mohlanka ya tshwanang le yena wa motho wa semolao kapa motho leha e le ofe ya fuweng matla ke mohlanka eo; kapa
5. motho ya tshwereng mokobobo kapa motho leha e le ofe ya fuweng matla ke motho ya jwalo ya tshwereng mokobobo; kapa

(d) tabeng ya mokga wa dipolotiki, moetapele wa mokga wa dipolotiki kapa motho leha e le ofe ya fuweng matla ke moetapele eo;

* + 1. **“Khomishene ya Ditokelo tsa Botho”** e bolela Khomishene ya Ditokelo tsa Botho ya Afrika Borwa e boletsweng ho karolo 181 (1) *(b)* ya Molaotheo;
		2. **“Mohlanka wa Lesedi”**

Mabapi le, lekala la mmuso-

1. tabeng ya lefapha la mmuso, tsamaiso ya provense kapa karolo ya mokgatlo-
2. ya boletsweng ho Kholomo 1 ya Sekejule 1 kapa 3 ho Molao wa Tshebeletso ya Mmuso, 1994 (Phatlalatso 103 ya 1994), e bolela mohlanka ya tshwereng boemo ba mosebetsi bo boletsweng ho kholomo 2 ba Sekejule 1 kapa 3 bo boletsweng mabapa le lebitso la lefapha la naha, tsamaiso ya provense kapa karolo ya mokgatlo kapa motho ya tshwereng mokobobo boemong boo; kapa
3. ha ho sa bolelwa jwalo, ho bolela Motsamaisi-Kakaretso, hlooho, motsamaisi wa phethahatso kapa mohlanka ka ho tshwana, ka tatelano, wa lefapha la naha, tsamaiso ya provense kapa karolo ya mokgatlo, ka tatelano, kapa motho ya tshwereng mokobobo boemong boo;
4. tabeng ya masepala, ho bolela motsamaisi wa masepala ya thontsweng ho ya ka karolo 82 ya Mmuso wa Lehae: Molao wa Dibopeho tsa Bomasepala, 1998 (Molao wa bo-117 wa 1998), kapa motho ya tshwereng mokobobo boemong boo; kapa
5. tabeng ya lekala la mmuso, ho bolela mohlanka e moholo wa phethahatso, kapa mohlanka ya tshwanang, wa lekala la mmuso kapa mtho ya tshwereng mokobobo boemong boo;

Mabapi le, lekala la poraefete-

1. ho bolela hlooho ya lekala la poraefete jwaloka ha ho lohothwa ho karolo 1, ya Molao wa Kgothaletso ya Phumantso ya Lesedi;
	* 1. **“Bolaodi ba Lesedi” bo** bolela Bolaodi ba Lesedi bo thehilweng ho ya ka karolo 39 ya Molao wa Tshireletso ya Lesedi la Bo Mong, 2013;
		2. **“Boipiletso ba ka hare”** bo bolela boipiletso ba ka hare ho bolaodi bo amehang ho ya ka karolo 74;
		3. **“Letona”** le bolela setho sa Kabinete se ikarabellang bakeng sa tsamaiso ya toka;
		4. **“Motho”** o bolela motho ya tlwaelehileng kapa motho wa semolao;
		5. **“Lesedi la Bo Mong”** le bolela lesedi le amanang le motho ya tlwaelehileng ya ka tsejwang, ho kenyeletsa, empa ho sa felle ka-
2. lesedi le amanang le morabe, bong, botona/botshehadi, boimana, boemo ba lenyalo, boahi, motso wa mofuta kapa kahisano, mmala, tshekamelo ya bong, dilemo, boitekanelo ba kelello kapa mmele, ho phela hantle, boqhwala, bodumedi, letswalo, tumelo, botjhaba, puo le tswalo ya motho;
3. lesedi le amanang le nalane ya thuto kapa kalafo, ditjhelete, tlolo ya molao kapa khiro ya motho;
4. nomoro leha e le efe e supang motho, letshwao, aterese ya imeile, aterese ya bodulo, nomoro ya mohala, lesedi la sebaka, letshwao la inthanete kapa letshwao leha e le lefe le ka nyalanngwang le motho;
5. lesedi la dikgatiso tsa menwana la motho;
6. mehopolo ya bo mong, maikutlo kapa dikgahlehelo tsa motho;
7. ngollano ka motho ya motho ya poraefete kapa ya sephiri e poyaneng kapa e patehileng kapa ngollane e nngwe e tla utulla dikateng tsa ngollano ya sethathong;
8. maikutlo kapa mehopolo ya motho e mong ka motho; le
9. lebitso la motho haeba le hlahella le lesedi le leng la bo mong le amanang le motho kapa haeba pepeso ya lebitso ka bo yona e ka utulla lesedi ka motho eno,

feela ha ho kenyeletse lesedi ka motho ya hlokahetseng bakeng sa dilemo tse fetang tse 20;

* + 1. **“Mokga wa Dipolotiki”** o bolela-
1. setheo leha e le sefe se amohelang dinyehelo haholo bakeng sa ho tshehetsa kapa ho hanyetsa mokga leha e lo ofe o ngodisitsweng wa dipolotiki kapa baiketi ba ona, dikgethong jwaloka ha ho hlalositswe ho karolo 1 ya Molao wa Dikgetho, 1998 (Molao No. 73 wa 1998);
2. mokgatlo leha e le ofe o ngodisitsweng wa dipolotiki jwaloka ha ho hlalositswe ka hara Molao wa Dikgetho, 1998; kapa
3. motho ya tlwaelehileng eo e leng moiketi ya ikemetseng.”
	* 1. **“Lekala la Poraefete”** le bolela-
4. motho ya tlwaelehileng ya tsamaisang kgwebo kapa ya ileng a tsamaisa kgwebo leha e le efe kapa profeshene, empa feela boemong bo kang boo;
5. selekane se tsamaisang kgwebo kapa se ileng sa tsamaisa kgwebo leha e le efe kapa profeshene; kapa
6. motho wa semolao leha e le ofe wa mehleng kapa ya ntseng a le teng, kapa
7. mokga wa dipolotiki.

empa ho sa kenyeletswe lekala la mmuso;

* + 1. **“Lekala la Mmuso”** le bolela-
1. lefapha leha e le lefe la puso kapa tsamaiso boemong ba naha, provense ka masepala leha e le ofe boemong ba mmuso wa lehae; kapa
2. karolo leha e le efe kapa setheo ha-
3. se sebedisa matla kapa se etsa mosebetsi ho ya ka Molaotheo kapa molaotheo wa provense; kapa

(ii) se sebedisa matla a mmuso wa setjhaba kapa se etsa mosebetsi wa mmuso ho ya ka molao lehae e le ofe;

* + 1. **“Rekoto”** ya, kapa e mabapi le, lekala la mmuso kapa la poraefete, e bolela lesedi leha e le lefe le rekotuweng-
1. ho sa natswe sebopeho kapa mokgwa;
2. le tshwerweng kapa le tlasa taolo ya lekala leo la mmuso kapa la poraefete, ka tatelano; le
3. haeba le matsohong kapa le ile la hlahiswa ke lekala leo la mmuso kapa la poraefete kapa tjhe, ka tatelano;
	* 1. **“Kopo ya phumantsho”**, mabapi le-
4. lekala la mmuso, ho bolela kopo ya phumantsho ya rekoto ya lekala la mmuso ho ya ka karolo 11; kapa
5. lekala la poraefete, ho bolela kopo ya phumantsho ya rekoto ya lekala la poraefete ho ya ka karolo 50;
	* 1. **“Mokopi”**, mabapil le-
6. lekala la mmuso, ho bolela-
7. motho leha e le ofe e mong (ntle le lekala la mmuso le lohothwang serapeng *(a)* kapa *(b)*(i) sa tlhaloso ya 'lekala la mmuso', kapa mohlanka wa lona) ya etsang kopo ya phumantsho ya rekoto ya lekala leo la mmuso; kapa
8. kapa ya sebetsang lebitsong la motho eo ho buuwang ka yena serapaneng (i);
9. lekala la poraefete, le bolela-
10. motho leha e le ofe, ho kenyeletswa, empa ho sa fellwe ka, lekala la mmuso kapa mohlanka wa lona, ya etsang kopo ya phumantsho ya rekoto ya lekala leo la poraefete; kapa
11. motho ya sebetsang lebitsong la motho ya lohothwang serapaneng (i);
	* 1. **‘‘Mokga o ikarabellang’**’ o bolela lekala la mmuso kapa la poraefete kapa motho leha e le ofe e mong, ka bo mong kapa ka tshebedisano le ba bang, o teka sepheo sa le ditsela tsa ho tswellisa lesedi la bo mong;
		2. **“Mokga wa boraro'**, mabapi le kopo ya phumantsho ya-
12. rekoto ya lekala la mmuso, o bolela motho leha e le ofe e mong (ho kenyeletswa, empa ho sa fellwe ka, mmuso wa naha esele, mokgatlo wa matjhaba kapa lekala la mmuso oo kapa mokgatlo) ntle le-
13. mokopi ya amehang; le
14. lekala la mmuso; kapa
15. rekoto ya lekala la poraefete, ho bolela motho leha e le ofe (ho kenyeletswa, empa ho sa fellwe ka, lekala la mmuso) ntle le mokopi,

 empa, bakeng sa merero ya dikarolo 34 le 63, ho bua ka 'motho' dirapeng *(a)* le *(b)* ho lokela ho nkuwa e le ho bua ka motho ya 'motho ya tlwaelehileng';

* + 1. **“Molao”** o bolela Molao wa Kgothaletso ya Phumantsho ya Lesedi wa bo-2 wa 2000 jwaloka ha o hlomathisitswe, le ho kenyeletsa molawana leha e le ofe o entsweng le o ntseng o sebetsa ho ya ka karolo 92.
	1. **Kutlwisiso**
		1. tshupiso leha e le efe ho molao leha e le ofe, molawana kapa molao o mong e tla tshupiso ya molao oo, molawana kapa molao o mong ho tloha ka letsatsi la ho saenelwa, le jwaloka ha o hlomathisitswe kapa o fetolwa nako le nako;
		2. haeba pehelo leha e le efe tlhalosong e le pehelo e matla e fetisetsa tshwanelo kapa e beha tshwanelo hodima mokga leha e le ofe ebe, ho sa natswe hore ke ka tlhaloso feela, pehelo eo e tla fuwa matla jwaloka ha eka e ne e le pehelo e matla boholong ba Bukana ena;
		3. moo lereo leha e le lefe le hlalositsweng hara polelwana e itseng ntle le ena, lereo leo le tla nka moelelo oo le o fuweng hohle feela moo le tla beng le sebedisitswe ka hara tokomane ena;
		4. moo palo ya matsatsi leha e le afe e lokelang ho sebetswa ho tloha ka letsatsi le itseng, palo e kang eno e tla sebetswa jwaloka ho se kenyeletse letsatsi le kang leo le ho qala ka letsatsi le hlahlamang. Haeba letsatsi la ho qetela le sebeditsweng le wela letsatsing leo e seng la tshebetso, letsatsi la ho qetela le tla nkuwa e le letsatsi le hlahlamang e leng letsatsi la tshebetso;
		5. tshupiso leha e le efe ya matsatsi (ntle le tshupiso ho matsatsi a tshebetso), dikgwedi kapa dilemo e tla ba tshupiso ya matsatsi a khalendara, dikgwedi kapa dilemo, ho ya kamoo maemo a leng kateng;
		6. tshebediso ya lentswe "ho kenyeletsa" le latelwa ke mo/mehlala e tobileng le keke la nkuwa e le ho ngotla moelelo wa mantswe ka kakaretso a tlang pele ho lona mme molao wa *eiusdem generis* o keke wa sebediswa kutlwisisong ya mantswe a jwalo a akaretsang kapa mo/mehlala e jwalo e tobileng;
		7. leha ho na le kgohlano kutlwisisong ya kapa tshebedisong ya Bukana ena le Molao, Molao e tla ba ona o ka hodimo;
		8. Bukana ena ha e ya rerelwa ho shebana le tsohle kapa ho sebetsana le tsamaiso ka nngwe ka ho pharalla e fanweng Molaong. Mokopi o eletswa ho itlwaetsa dipehelo tsa Molao pele a kenya kopo leha e le efe le Bolaodi.

# LENANE LA DIAKRONIMI LE DIKGAOLETSO

* 1. **“CEO”** Mohlanka e Moholo wa Phethahatso
	2. **“Molaotheo”** Molaotheo wa Riphabliki ya Afrika Borwa, Molao No. 108

wa 1996;

* 1. **“DIO”** Motlatsi wa Mohlanka wa Lesedi;
	2. **“IO“** Mohlanka wa Lesedi;
	3. **“Ditho”** Ditho tsa Bolaodi ba Lesedi;
	4. **“Letona”** Minister of Justice and Correctional Services;
	5. **“PAIA”** Molao wa Kgothaletso ya Phumantsho ya Lesedi No. 2 wa 2000,

jwaloka ha o hlomathisitswe;

* 1. **“PFMA”** Molao wa Tsamaiso ya Ditjhelete tsa Mmuso No.1 wa 1999,

jwaloka ha o hlomathisitswe;

* 1. **“POPIA”** Molao wa Tshireletso ya Lesedi la Bo Mong No.4 wa 2013;
	2. **“Bolaodi”** ho bolela Bolaodi ba Lesedi bo thehilweng ho ya ka

karolo 39 ya POPIA; le

* 1. **“SAHRC”**  Khomishene ya Ditokelo tsa Botho ya Afrika Borwa.

# SELELEKELA

* 1. Pele Afrika Borwa e ba naha ya demokerasi ya molaotheo ka Bili ya Ditokelo e qobellwang, e ne e na le mmuso o neng o phela ka diphiri, mesebetsi ya lekunutu le kgatello ya lesedi. Ho ne ho se na ponaletso kapa boikarabelo.
	2. Bolaodi bo itlamme ho hahamalla dipehelo tsa ka hara Molaotheo le molao wa naha o kenyeletsang empa o sa felle ka PAIA le POPIA. O boletsweng pele o fupere diphehelo tse ka sehloohong tsa taolo e hlwahlwa, ponaletso le boikarabelo.
	3. Ho latela merero ya bona, Bolaodi bo kgothaletsa karolelano ya lesedi le bakopi le ditho tsa setjhaba ka matla kamoo ho ka kgonehang. Tsebo ya setjhaba ya ho batlisisa ke yona feela e ka matlafatsang merero ya demokerasi eo Bolaodi bo e tsitlallelang.
	4. PAIA, jwaloka ha e hlomathisitswe ka karolo 110 ya POPIA, e ile ya phatlalatswa bakeng sa ho fana ka matla ho tokelo ya molaotheo ya phumantsho ya lesedi le tshwerweng ke Puso kapa motho e mong, e leng lesedi le batlehang bakeng sa tshebediso kapa tshireletso ya ditokelo leha e le dife.

# SEPHEO SA BUKANA YA PAIA

Bukana ena e ka sebediswa ke setjhaba ho-

* 1. tseba ka mofuta wa direkoto tseo e ka bang di se di fumaneha ho Bolaodi, ntle le tlhokeho ya ho kenya kopo ya PAIA semmuso;
	2. ba le kutlwisiso ya mokgwa wa ho etsa kopo ya phumantsho ya rekoto ya Bolaodi;
	3. fihlella dintlha kaofela tsa boiteanyo tsa batho ba tla thusa setjhaba ka direkoto tseo ba batlang ho di fumantshwa;
	4. tseba ditokiso kaofela tse teng ho tswa ho Bolaodi mabapi le kopo ya phumantsho ya direkoto, pele o leba Makgotleng a Dinyewe;
	5. hlalosa ditshebeletso tse teng bakeng sa setjhaba ho tswa ho Bolaodi le kamoo re ka fihlellang ditshebeletso tseo;
	6. teka tlhaloso ya tataiso ya mokgwa wa ho sebedisa PAIA, jwaloka ha e behilwe maemong a sehlohlolong ke Bolaodi le mokgwa wa ho e fihlella;
	7. utlwisisa haeba Bolaodi bo tla tswellisa lesedi la bo mong, sepheo sa ho tswellisa lesedi la bo mong, tlhaloso ya mekgahlelo ya beng ba lesedi le ya lesedi kapa mekgahlelo ya lesedi le amanang le seo;
	8. tseba haeba Bolaodi bo rerile ho fetisetsa kapa ho tswellisa lesedi la bo mong ka ntle ho meedi ya Riphabliki ya Afrika Borwa le baamohedi kapa mekgahlelo ya baamohedi bao lesedi le ka ba nehelwang; le
	9. ho tseba haeba Bolaodi bo na le ditsela tse nepahetseng tsa ho netefatsa lekunutu, bokgabane le boteng ba lesedi le lokelang ho tswelliswa.

# HO THEHWA HA BOLAODI BA LESEDI

* 1. Bolaodi bo thehilwe ho ya ka Karolo 39 ya POPIA, e laelang Bolaodi ho ikemela le ho hloka leeme, le ho etsa mosebetsi wa bona le ho sebedisa matla a bona ntle le tshabo, tshekamelo kapa kgethollo. Bo ikarabela ho Seboka sa Naha.
	2. Bolaodi bo ikarabella bakeng sa kgothaletso le tshireletso ya tokelo ya lekunutu kaha bo amana le tshireletso ya lesedi la bo mong le tokelo ya phumantsho ya lesedi. Tabeng ena, bo sebedisa matla a bona le ho etsa mosebetsi wa bona ho ya ka POPIA le PAIA.
	3. Bolaodi ke setheo se ikemetseng se okametsweng ke feela ke Molaotheo le molao mme diqeto tsa bona di ka shejwa botjha feela ke Lekgotla la Dinyewe.
	4. Ponelopele, Morero le Dipehelo tsa Bolaodi
		1. Ponelopele

Ponelopele ya rona ke ho ba setheong se boemong ba lefatshe mabapi le tshireletso ya lesedi la bo mong le kgothaletso ya phumantsho ya lesedi.

* + 1. Morero

Morero wa rona ke wa ho ba setheo se ikemetseng se laolang tswelliso ya lesedi la bo mong le kgothaletso ya phumantsho ya lesedi ho ya ka Molaotheo le molao e le ho sireletsa ditokelo tsa bohle.

* + 1. Dipehelo

Dipehelo tsa rona ke Ponaletso; Boikarabelo; Bokgabane; Boqhetseke; Ho hloka Leeme; le Karabelo.

# SEBOPEHO SA BOLAODI BA LESEDI

* 1. Bolaodi bo bopilwe ka Ntlokgolo ya Naha e fumanehang Johannesburg mme e tla, haufinyana le haeba matlole a le teng, theha Diofisi tsa Lebatowa Diprovenseng kaofela tse robong (9).
	2. Bolaodi bo bopilwe ka Modulasetulo le ditho tse nne (4) feela. Modulasetulo le Ditho feela tse pedi di thonngwa bakeng sa ka dinako tsohle mme Ditho feela tse pedi di thonngwe bakeng sa nakwana.
	3. Ho ya ka karolo 47(1) ya POPIA, Bolaodi bo lokela ho thonya-

* + 1. motho ya nang le mangolo a tshwanelehang le boiphihlelo jwaloka Mohlanka e Moholo wa Phethahatso (CEO) ya Bolaodi ka morero wa ho thusa Bolaodi, ho ikobelwa taelo ya Bolaodi le bodisa, mabapi le mesebetsi ya ditjhelete le tsamaiso tse tswalwang le tsamaiso ya POPIA le PAIA; le
		2. ditho tse ding tsa basebeletsi ho ya kamoo Bolaodi bo tla bona ho hlokeha bakeng sa ho thusa Bolaodi le CEO.
	1. Komiti ya Phethahatso ya Bolaodi e bopilwe ka CEO le ditho tse tsheletseng (6) tsa Phethahatso, e leng: Phethahatso:POPIA; Phethahatso: PAIA; Phethahatso: Thuto le Dikgokahanyo; Ofisiri e ka Sehloohong ea Molao; Mohlanka e Moholo wa Ditjhelete (CFO); Phethahatso: Ditshebeletso tsa Kgwebo.
	2. Bolaodi bo ka, ho ya ka karolo 49(1) ya POPIA, haeba bo bona ho hlokeha bakeng sa mokgwa o nepahetseng wa phetha mesebetsi ya bona, theha Komiti e le nngwe kapa ho feta. Dikomiti tse latelang di thehilwe ke Bolaodi-
		1. Komiti ya Leano, Taolo le Tshebedisano ya Matjhaba;
		2. Komiti ya Boimatahanyo le Bodisa;
		3. Komiti ya Ditletlebo le Dipatlisiso;
		4. Komiti ya tsa Semolao, Leano le Manollo;
		5. Komiti ya Thuto le Dikgokahanyo;
		6. Komiti ya Qobello;
		7. Komiti ya Bolaodi ba Dikotsi; le
		8. Komiti ya Ditshebeletso tsa Kgwebo.
	3. Sebopeho ka botlalo sa Bolaodi, jwaloka ha se le teng hajwale, se kenyeleditswe mona.
	4. Ka tlase mona ke tlhaloso ya sebopeho sa tsamaiso sa Bolaodi-

**INTERNAL AUDIT**

**Executive Officer: Corporate Services (CS)**

**CHIEF EXECUTIVE OFFICER**

**INFORMATION REGULATOR**

**(CHAIRPERSON AND MEMBERS)**

**Provincial Coordination x 9**

**Chief Financial Officer**

**(CFO)**

**Executive Officer:**

**Promotion of Access to Information Act (PAIA)**

**Executive Officer: Protection of Personal Information Act (POPIA)**

**Executive Officer: Education and Communication**

**(EDUCOM)**

**Chief Legal Officer: Legal Services**

1. **MATLA LE MESEBETSI YA BOLAODI**
	1. Bolaodi bo fumana thomo ya bona ya Molaotheo ho tswa ho dikarolo 14 (tokelo ya sephiri) le karolo 32 (tokelo ya phumantsho ya lesedi) tsa Molaotheo. Ka tshwanelo, Sepheo sa mantlha sa Bolaodi ke ho kgothaletsa tshireletso ya lesedi la bo mong le tswellisitsweng ke motho leha e le ofe le kgothaletso ya tokelo ya phumantsho ya lesedi leha e le lefe le tshwerweng ke makala a mmuso kapa a poraefete.
	2. Karolo 40 ya POPIA e fana ka monyetla wa matla, le mesebetsi ya Bolaodi e latelang-
		1. ho **fana ka thuto** ka-
			1. ho kgothaletsa kutlwisiso le kamohelo ya maemo bakeng sa ho tswellisa ka molao lesedi la bo mong le merero ya maemo ao;
			2. ho hlophisa mananeo a thuto, ka morero wa ho kgothaletsa tshireletso ya lesedi la bo mong, lebitsong la Bolaodi ka bo bona kapa ka tshebedisano ;e batho ba bang kapa balaodi ba sebetsang lebitsong la Bolaodi;
			3. ho etsa ditsebiso tsa setjhaba mabapi le taba leha e le efe e amang tshireletso ya lesedi la bo mong la monga lesedi kapa boemo leha e le bofe ba beng ba lesedi;
			4. ho fana ka keletso ho beng ba lesedi tshebedisong ya ditokelo tsa bona; le
			5. ho fana ka keletso, ha ba e kopa kapa ka boikitlaetso ba bona, ho Letona kapa lekala la mmuso kapa la poraefete ka ditshwanelo tsa bona tlasa dipehelo, le ka kakaretso mabapi le taba leha e le efe e amanang le tshebetso ya PAIA le POPIA.
		2. ho **beha leihlo le ho qobella boimatahanyo** ka-
			1. makala a mmuso le a poraefete ka dipehelo tsa PAIA le POPIA;
			2. ho hlophisa diphuputso tsa, le ho beha leihlo dintshetsopele tsa, tswelliso ya lesedi le thekenoloji ya dikhompyuta ho netefatsa hore ditlamorao leha e le dife tse mpe tsa dintshetsopele tse jwalo mabapi le tshireletso ya lesedi la bo mong la beng ba lesedi di a fokotswa, le ho tlalehela Letona ka sephetho sa diphuputso tse kang tseo le ho beha leihlo;
			3. ho hlahloba molao leha e le ofe o sisintsweng, ho kenyeletsa molao wa tlatsetso, kapa leano le sisintsweng la Mmuso oo Bolaodi bo nkang hore o ka ama tshireletso ya lesedi la bo mong la beng ba lesedi, le ho tlalehela Letona sephetho sa tlhahlobo;
			4. ho tlaleha haeba ho entswe kopo kapa ka boikitlaetso ba bona, Palamenteng nako le nako mabapi le taba leha e le efe ya leano e amang tshireletso ya lesedi la bo mong la monga lesedi, ho kenyeletswa tlhokeho ya, kapa takatso ya, ho nka mohato wa molao, tsamaiso, kapa mohato o mong wa ho fana ka tshireletso kapa tshireletso e betere ya lesedi la bo mong la monga lesedi;
			5. ho kenya tlaleho Palamenteng, nakong ya dikgwedi tse hlano tsa qetello ya selemo sa bona sa ditjhelete, mabapi le mesebetsi ya bona yohle ho ya ka PAIA le POPIA selemong seo sa ditjhelete;
			6. ho etsa tekolo, ka boikitlaetso ba bona kapa ha bo koptjwa ho etsa jwalo, ke lekala la mmuso kapa la poraefete, mabapi le tswelliso ya lesedi la bo mong ke lekala leo ka morero wa ho tiisa haeba lesedi le tswelliswa ho ya ka dipehelo tsa maemo a tswelliso e molaong kapa tjhe ya lesedi la bo mong;
			7. ho beha leihlo tshebediso ya matshwao a ikgethileng a beng ba lesedi, le ho tlalehela Palamente nako le nako mabapi le sephetho sa bodisa boo, ho kenyeletswa kgothaletso leha e le efe e amanang le tlhokeho ya, kapa takatso ya ho nka mohato wa semolao, tsamaiso, kapa mohato leha e le ofe wa ho fana ka tshireletso, kapa tshireletso e betere ho lesedi la bo mong la monga lesedi;
			8. ho baballa, phatlalatsa le ho etsa hore dikhopi di be teng le ho fana ka dikhopi tsa direjistara tse laetsweng ke PAIA le POPIA; le
			9. **ho hlahloba molao leha e le ofe o sisintsweng** o fanang ka monyetla wa-
				1. pokeletso ya lesedi la bo mong ke lekala leha e le lefe la mmuso kapa la poraefete; kapa
				2. pepeso ya lesedi la bo mong ke lekala le le leng la mmuso kapa la poraefete ho lekala leha ele lefe la mmuso kapa la poraefete, kapa ka bobedi, tse nang le taba e itseng, motjheng wa tlhahlobo eo, ditabeng tse tekilweng ho karolo 44(2), nyeweng leha e le efe moo Bolaodi bo nkang hore lesedi le ka sebedisetswa bakeng sa merero ya lenaneo la ho nyalanya lesedi, le ho tlalehela Letona le Palamente sephetho sa tlhahlobo eo;
		3. ho **rerisana le mekga e nang le thahasello** ka-
			1. ho amohela le ho mema ditlhahiso ho tswa setjhabeng mabapi le taba leha e le efe e amang lesedi la bo mong la monga lesedi;
			2. ho sebedisana boemong ba naha le ba matjhaba le batho ba bang le makala a ngongorehileng ka tshireletso ya lesedi la bo mong; le
			3. ho sebetsa jwaloka lehokela pakeng tsa mekga e hanyetsanang mabapi le taba leha e le efe e amanang le tlhokeho ya, kapa takatso ya, ho nka mohato ke mokga o ikarabellang molemong wa tshireletso ya lesedi la bo mong la monga lesedi.
		4. ho **sebetsana le ditletlebo** ka-
			1. ho amohela le ho batlisisa ditletlebo ka dikgatikelo tse belaellwang tsa tshireletso ya lesedi la bo mong la beng ba lesedi le ho tlalehela batletlebi mabapi le ditletlebo tse kang tseo;
			2. bokella lesedi ho ya ka mmono wa Bolaodi le tla thusa Bolalodi ho etsa mesebetsi wa bona le ho etsa mesebetsi ya Bolaodi tlasa PAIA le POPIA;
			3. ho leka ho rarolla ditletlebo ka motjha wa tsela ya tharollo ya dikgang e kang bonamodi poelano; le
			4. ho fana ka ditsebiso leha e le dife ho ya ka PAIA le POPIA ho kgothaletsa ho ya pele tharollo ya dikgang ho ya ka ditaelo tsa PAIA le POPIA.
		5. **ho etsa diphuputso** le ho tlalehela Palamente-
			1. nako le nako ka tlhokeho ya kamohelo, ke Afrika Borwa, ya sesebediswa leha e le sefe sa matjhaba se amanang le tshireletso ya lesedi la bo mong le monga lesedi; le
			2. mabapi leha e le taba e nngwe, ho kenyeletsa dihlomathiso tsa molao tse hlokehang, tse amanang le tshireletso ya lesedi la bo mong leo, ho ya ka mmono wa Bolaodi, le ka lebiswang Palamenteng.
		6. mabapi le **dikhoutu tsa boitshwaro** ho-
			1. ntsha, nako le nako, dikhoutu tsa boitshwaro, ho hlomathisa dikhoutu le ho hlakola dikhoutu tsa boitshwaro;
			2. etsa ditataiso bakeng sa ho thusa makala ho hlahisa dikhoutu tsa boitshwaro kapa ho sebedisa dikhoutu tsa boitshwaro; le
			3. ho sekaseka botjha, kamora kopo, kamora diqeto tsa baahlodi tlasa dikhoutu tsa boitshwaro tse tjhaeletsweng monwana.
		7. ho **thusa ka tshebedisano ya ho tshelwa ha madiboho** mabapi le qobello ya melao ya lekunutu ka ho nka karolo boikitlaetsong leha e le bofe bo reretsweng tshebedisano e kang eo; le
		8. ka kakaretso ho-
			1. etsa sohle se ka etsahalang kapa se tshwanelang bakeng sa ho etsa leha e le efe ya mesebetsi e boletsweng pele;
			2. etsa le ho kenya tshebetsong mesebetsi le matla a mang a jwaloka a nehilweng le ho behwa hodima Bolaodi ke kapa tlasa PAIA le POPIA kapa molao leha e le ofe o mong;
			3. batla hore mokga o ikarabellang o utullele motho leha e le ofe ya amehang ke ho behwa kotsing ya seriti kapa sephiri sa lesedi la bo mong, e leng kotsi ho ya ka karolo 22 ya POPIA; le
			4. ho sebedisa matla a behilweng hodima Bolaodi ke PAIA le POPIA ditabeng tse amanang le phumantsho ya lesedi jwaloka ha ho tekilwe ho ya ka Molao wa Kgothaletso ya Phumantsho ya Lesedi.
		9. Ho phatlalatsa ditlaleho tse amanang ka kakaretso le ho kenngwa tshebetsong ha mesebetsi ya Bolaodi tlasa PAIA le POPIA kapa nyeweng leha e le efe kapa dinyewe tse batlisiswang ke Bolaodi.
	3. Karolo 77C(1) le (2) tsa PAIA di fana ka matla le mesebetsi e latelang ya Bolaodi, ya ho-
		1. batlisisa tletlebo ka mokgwa o laetsweng;
		2. fetisetsa tletlebo ho Komiti ya Qobello e thehilweng ho ya ka karolo 50 ya POPIA; kapa
		3. ho etsa qeto, ho ya ka karolo 77D, ho se nke mohato ka tletlebo kapa, ho ya kamoo maemo a leng kateng, ho se batle ho nka mohato ho ya pele mabapi le tletlebo;
		4. ho nka mohato, moo ho lokelang, jwaloka monamodi mabapi le tletlebo e jwalo ka mokgwa o laetsweng;
		5. Ho ntsha Tsebiso ya Lesedi[[3]](#footnote-3) e batlang hore Mohlanka wa Lesedi a nehe Bolaodi lesedi le hlakisitsweng tsebisong.
		6. ho ntsha Ditsebiso tsa Qobello[[4]](#footnote-4)-
			1. tse netefatsang, tse fetolang kapa tse qhelelang ka thoko qeto eo e leng sehlooho sa tletlebo; kapa
			2. ho batla hore Mohlanka eo wa Lesedi a nke mohato kapa a tlohelle ho nka mohato oo jwaloka ha Bolaodi bo hlakisitse tsebisong eo.
	4. Bolaodi bo ka, ho ya ka karolo 77H(1) ya PAIA, le ka boikitlaetso ba bona, kapa ka kopo ya kapa lebitsong la mohlanka wa lesedi kapa hlooho ya lekala la poraefete kapa motho leha e le ofe ba etsa tekolo ya haeba lekala la mmuso kapa la poraefete ka kakaretso le imatahanya le dipehelo tsa PAIA le POPIA, ho ya kamoo maano a bona le ho kenngwa tshebetsong ha ditsamaiso di leng kateng.
	5. Bolaodi bo na le mesebetsi e latelang ya tlatsetso ho ya ka karolo 83 ya PAIA:-
		1. ho hlophisa le ho etsa hore ho be le tataiso ya mokgwa wa ho sebedisa Molao ona jwaloka ha ho lohothwa ho karolo ya Molao ona 10;
		2. ho kenya ditlaleho ho Pokano ya Naha jwaloka ha ho lohothwa ho karolo 84;
		3. ho fihlella kamoo mehlodi ya ditjhelete le e meng e fumanehang-
			1. ho hlahisa le ho hlophisa mananeo a thuto bakeng sa ho ntshetsapele kutlwisiso ya setjhaba, ka ho qolleha ya badudi ba tinngweng, ya Molao ona le kamoo ba ka sebedisang ditokelo tse lohothwang Molaong ona;
			2. ho kgothaletsa makala a mmuso le a poraefete ho nka karolo tlhahisong le tlhophisong ya mananeo a boletsweng serapeng (a) le ho kganna mananeo a kanga o ka bo bona; le
			3. ho kgothaletsa phepelo ya ka nako le e hlwahlwa ya lesedi le nepahetseng ke makala a mmuso mabapi le mesebetsi ya ona.
		4. ho etsa dikgothaletso bakeng sa:-
			1. ntshetsopele, ntlafatso, ntjhafatso, diphethoho kapa hlomathiso ya Molao ona le melao e meng kapa molao o setlwaeding o naleng le kgahlamelo phumantshong ya lesedi le tshwerweng ke makala a mmuso le a poraefete, ka tatelano;
			2. ditsamaiso tseo ka tsona makala a mmuso le a poraefete a etsang hore lesedi le fumanehe ka tsela ya elektroniki;
		5. ho beha leihlo ho kenngwa tshebetsong ha Molao ona;
		6. haeba ho kgoneha, kamora kopo, ho thusa motho leha e le ofe ya lakatsang ho sebedisa tokelo e lohothwang Molaong ona;
		7. ho etsa kgothaletso ho lekala la mmuso kapa la poraefete hore lekala le etse diphethoho ka mokgwa oo le tsamaisang Molao ona ho ya kamoo Bolaodi bo nkang ho nepahetse;
		8. ho rupella bahlanka ba lesedi le batlatsi ba bona ba makala a mmuso;
		9. ho rerisana le, le ho fumana ditlaleho ho tswa ho makala a mmuso le a poraefete ka mathata ao ho kopanwang le ona mabapi le ho imatahanya le Molao ona;
		10. ho fumana keletso ho, ho rerisana le, kapa ho amohela le ho sekaseka ditshisinyo le dikgothaletso ho tswa ho, lekala leha e le lefe la mmuso kapa la poraefete, mohlanka wa lekala le jwalo kapa setho sa setjhaba mabapi le mesebetsi ya Bolaodi ho ya ka Molao ona;
		11. bakeng sa merero ya karolo 84(b)(x), bo ka kopa Mosireletsi wa Setjhaba ho kenya lesedi ho Bolaodi, mabapi le-
			1. palo ya ditletlebo tse kentsweng ho Mosireletsi wa Setjhaba mabapi le tokelo e behilweng kapa mosebetsi o behwang ke Molao ona;

* + - 1. sebopeho le sephetho sa ditletlebo tseo; le
			2. ka kakaretso, ho batlisisa taba leha e le efe, ho kenyeletswa le molao leha e le ofe, molao o tlwaelehileng le tlwaelo kapa tsamaiso leha e le efe, e amanang le merero ya Molao ona.
	1. Mohlanka wa Lesedi wa Bolaodi kapa Ofisi ya Bolaodi ho ka iteanngwa le yona bakeng sa ho fihlella ditshebeletse tse seng di boletswe. Websaete ya Bolaodi, <https://www.inforegulator.org.za> , e ka boela ya etelwa mabapi le taba ena.

# DINTLHA TSA BOHLOKWA TSA BOITEANYO TSA PHUMANTSHO YA LESEDI LA BOLAODI BA LESEDI

* 1. **Mohlanka wa Lesedi**

Lebitso: Monghadi Mosalanyane Mosala

Mohala: +27 (0) 10 023 5251

Imeile: MMosala@inforegulator.org.za

* 1. **Motlatsi wa Mohlanka wa Lesedi**

Lebitso: Monghadi Jaco Jansen

Mohala: +27 (0) 10 023 5237

Imeili: JJJansen@inforegulator.org.za

* 1. **Dintlha tsa boiteanyo tsa kakaretso tsa phumantsho ya lesedi**

Imeili: enquiries@inforegulator.org.za

* 1. **Ntlokgolo ya Naha**

Aterese ya Poso: P.O. Box 31533

Braamfontein

Johannesburg

2017

Aterese ya Sebaka: The Information Regulator (South Africa)

JD House

27 Stiemens Street

Braamfontein

Johannesburg

2001

Mohala: +27 (0) 10 023 5200

Imeile: enquiries@inforegulator.org.za

Websaete: <https://www.inforegulator.org.za>

# DITOKISO TSE TENG HAEBA HO SA IKAMAHANNGWE LE DIPEHELO TSA PAIA KAPA MABAPI LE MOLAO KAPA HO HLOLEHA HO NKA BOHATO HA BOLAODI

* 1. Haeba Bolaodi bo hloleha ho imatahanya le dipehelo tsa PAIA, mokopi kapa motho leha e le ofe ya sa kgotsofalang a ka, ho ya ka karolo 78[[5]](#footnote-5) ya PAIA le Molao wa Kgothaletso ya Tsamaiso yaToka bo-3 wa 2000 (PAJA), a ka leba Kgotla le nang le matla bakeng sa kimollo e nepahetseng.
	2. Haeba mokopi kapa mokga wa boraro o sa kgotsofala ke qeto ya Mohlanka wa Lesedi, a ka, ka tsela ya ho etsa kopo nakong ya matsatsi a 180, kopa Lekgotla a bakeng sa kimollo e nepahetseng ho ya ka karolo 82 ya Molao.
	3. Leha Bolaodi e se mofuta wa lekala la mmuso moo ho nang le motjha wa boipiletso, jwaloka ha ho boletswe ho serapana *(a)* sa tlhaloso ya “lekala la mmuso” ho karolo 1 ya Molao, o thehile motjha o latelang wa boipiletso, e leng motjha o sa tlameng mme Mokopi kapa mokga wa boraro o ka kgetha ho leba kgotla ho ya ka serapana 9.2 ka hodimo mona-
		1. **Ditokiso tsa ka Hare Remedies**
			1. Boipiletso ba ka hare bo ka kenngwa feela, ho ya ka karolo 74[[6]](#footnote-6) ya PAIA, ka taelo e amehang ya Bolaodi (Ditho tsa Bolaodi).
			2. Leha ho le jwalo, tlhokeho ya karolo 74(1) le (2) tsa PAIA ha di kgethe (sena ke hobane tshebediso ya lentswe **“e ka”** ho karolo 74(1) ya PAIA) mme kahoo Bolaodi bo entse qeto ya ho ba le motjha wa boipiletso ba ka hare, mabapi le ho netefatsa tsamaiso e ikarabellang, e arabelang le e bonaletsang ya taolo ka hara Bolaodi.
			3. Ka tshwanelo, mokopi a ka kenya boipiletso ba ka hare kgahlanong le qeto ya Mohlanka wa Lesedi kapa Motlatsi wa hae ka mabaka a latelang-
				1. kganyetso ya phumantsho ya direkoto;
				2. thendara kapa tefo ya tjhelete ya kopo ho ya ka karolo 22(1) ya PAIA; kapa
				3. kapa tefello ya phumantsho e le hodimo ho feta tekano; kapa
				4. thendara kapa tefello ya dipositi ho ya ka karolo 22(2) ya PAIA; kapa
				5. qeto ya Mohlanka wa Lesedi ho fana ka kopo ya phumantsho; kapa
				6. katoloso ya nako ho ya ka karolo 26(1) ya PAIA; kapa
				7. kganyetso ya ho fana ka phumantsho ya direkoto e koptjwang ka sebopeho se itseng, ho ya ka karolo 29 (3) ya PAIA;
				8. ho hloleha ho pepesa direkoto; kapa
				9. kganyetso ya phumantsho ya kopo ya ho nyahlatsa ditefello.
		2. Mokga wa boraro o ka nna wa kenya boipiletso ba ka hare kgahlanong le qeto ya Mohlanka wa Lesedi kapa Motlatsi wa hae ya ho fana ka kopo ya phumantsho ya rekoto**.**
		3. Hore motho ipiletse kgahlanong le qe/diqeto leha e le dife tse entsweng ke Mohlanka wa Lesedi kapa Motlatsi wa hae, tse boletsweng ho serapana 9.3.1.3 le 9.3.2 ka hodimo mona, mokopi o loketse ho kenya tletlebo ya ka hare ka ho tlatsa Foromo 4. Foromo 4, e kenyeleditsweng mona, e lokela ho fanwa ho Mohlanka wa Lesedi kapa Motlatsi wa hae yena ya entseng qeto ya sethathong, eo jwale a loketseng ho e lebisa ho Modulasetulo kapa Setho se kgethuweng ke Modulasetulo nakong ya matsatsi a 10 a tshebetso kamora ho thola boipiletso ba ka hare[[7]](#footnote-7).
		4. **Nako e lokelang hore ho kenngwe boipiletso ka yona**
			1. Boipiletso ba ka hare bo lokela ho fanwa kapa ho romelwa atereseng[[8]](#footnote-8), kapa nomorong ya fekse kapa elektroniki ya Mohlanka wa Lesedi kapa Motlatsi wa hae, moo dintlha tsa boiteanyo di ka fumanwang ho serapana 8 ka hodimo mona-
				1. nakong ya **matsatsi a 60**[[9]](#footnote-9) kamora ho nka qeto;
				2. nakong ya **matsatsi a 30**[[10]](#footnote-10) kamora hoba ho fanwe ka tsebiso mokgeng wa boraro mabapi le qeto eo ho ipiletswang kgahlanong le yona.
		5. Boipiletso bo lokela ho fanwa ho Mohlanka wa Lesedi eo a lokelang hore ho ya ka PAIA, a e fetisetse ho Ditho tsa Bolaodi, nakong ya matsatsi a 10, hammoho le-

* + - 1. mabaka a hae a qeto e amehang; le
			2. lebitso, aterese ya poso, nomoro ya mohala le ya fekse le aterese ya elektroniki, e teng feela, ya mokga wa boraro o lokelang ho tsebiswa ka kopo eno, ho ya ka karolo 47 (1) ya PAIA.
		1. Boipiletso bo lokela ho fanwa kapa ho romelwa ho leha e le efe ya lesedi la boiteanyo le boletsweng ho serapana 8 ka hodimo mona.
		2. Ditho di ka, hodima lebaka le letle le bontshitsweng, dumellwa ho kenngwa ha boipiletso ba ka hare morao ho nako. Haeba Modulasetulo kapa Setho se kgethuweng ke Modulasetulo a sa kgotsofala ke mabaka a fanweng bakeng sa ho kenngwa ha boipiletso morao ho nako, kopo e tla hanyetswa ka tsebiso e ngotsweng ho motho ya kentseng boipiletso ba ka hare.
		3. Mokopi ya kenyang boipiletso ba ka hare kgahlanong le kganyetso ya kopo ya hae ya phumantsho a ka lefa tjhelete e laetsweng ya boipiletso (haeba e le teng kapa ntle le haeba a kotetswe bakeng sa ho lefa). Haeba tjhelete e laetsweng e lokela ho lefuwa mabapi le boipiletso ba ka hare, qeto mabapi le boipiletso e ka tjhetjhiswa ho fihlela tjhelete e lefuwe.
		4. Ditho, di lokela ho tswellisa le ho etsa qeto ka boipiletso ba ka hare nakong ya matsatsi a 30 ho tloha letsatsing leo boipiletso ba ka hare bo neng bo amohelwa ke Mohlanka wa Lesedi kapa Motlatsi wa hae;
		5. **Ditokiso tsa ka Ntle**

Qeto e entsweng ke ditho, e amanang le diqeto leha e le dife tse sa kgotsofatsang mokopi kapa mokga wa boraro, ke ya ho qetela mme mokopi kapa mokga wa boraro o ka, ka tsela ya ho etsa kopo, nakong ya matsatsi a 180 a etsa kopo lekgotleng bakeng sa kimollo ho ya ka karolo 82.

1. **TATAISO YA MOKGWA WA HO SEBEDISA LE MOKGWA WA HO FIHLELLA TATAISO**
	1. Bolaodi bo, ho ya ka karolo 10(1) ya PAIA, jwaloka ha e hlomathisitswe, behile sehlohlolong Tataiso ya PAIA, jwaloka ha e ne e hlophisitswe ke SAHRC.

# Sepheo sa Tataiso e boletsweng ke ho fana ka lesedi le hlokwang ke motho leha e le ofe ya lakatsang ho sebedisa tokelo leha e le efe e lohothwang ho PAIA le POPIA.

#  Tataiso ena e tla thusa motho ka ho toba, eo hape ya bitswang monga lesedi, mokgwa wa ho fihlella lesedi la boyena ho ya ka karolo 23 ya POPIA. Tataiso eo ho buuwang ka yona e na le tlhaloso ya-

* + 1. merero ya PAIA le POPIA;
		2. aterese ya poso le ya sebaka, nomoro ya mohala le ya fekse le, haeba e le teng, aterese ya elektroniki ya-
			1. Mohlanka wa Lesedi wa lekala le leng le le leng la mmuso, le
			2. Motlatsi wa Mohlanka wa Lesedi e mong le e mong lekala le leng le le leng la mmuso le la poraefete le radilweng ho ya ka karolo 17(1) ya PAIA[[11]](#footnote-11) le karolo 56 ya POPIA[[12]](#footnote-12);
		3. mokgwa le sebopeho sa kopo bakeng sa-
			1. phumantsho ya rekoto ya lekala la mmuso le lohothwang ho karolo 11[[13]](#footnote-13) ya PAIA; le
			2. phumantsho ya rekoto ya lekala la poraefete le lohothwang ho karolo 50[[14]](#footnote-14) ya PAIA;
		4. thuso e teng ho tswa ho Mohlanka wa Lesedi wa lekala la mmuso ho ya ka PAIA le POPIA;
		5. thuso e teng ho tswa ho Bolaodi ho ya ka PAIA le POPIA;
		6. ditokiso tsohle tse teng molaong mabapi le mohato kapa ho hloleha ho nka mohato mabapi le tokelo kapa mosebetsi o fanwang kapa o beleswang ke PAIA le POPIA, ho kenyeletsa mokgwa wa ho kenya-
			1. boipiletso ba ka hare;
			2. tletlebo ho Bolaodi; le
			3. kopo lekgotleng kgahlanong le qeto ya Mohlanka wa Lesedi wa lekala la mmuso, qeto mabapi le boipiletso ba ka hare kapa qeto ya Bolaodi kapa qeto ya hlooho ya lekala la poraefete;
		7. dipehelo tsa dikarolo 14[[15]](#footnote-15) le 51[[16]](#footnote-16) tse batlang hore lekala la mmuso le la poraefete, ka tatelano, a hlophise Bukana, le mokgwa wa ho fumantshwa bukana;
		8. dipehelo tsa dikarolo 15[[17]](#footnote-17) le 52[[18]](#footnote-18) tsa PAIA tse fanang ka pepeso ka boithaopo tsa mekgahlelo ya direkoto tsa lekala la mmuso le la poraefete, ka tatelano;
		9. ditsebiso tse nthitsweng ho ya ka dikarolo 22[[19]](#footnote-19) le 54[[20]](#footnote-20) tsa PAIA mabapi le ditefo tse lokelang ho lefuwa tse amanang le dikopo tsa phumantsho; le
		10. melawana e entsweng ho ya ka karolo 92[[21]](#footnote-21) ya PAIA.
	1. Ditho tsa setjhaba di ka hlahloba kapa ho etsa dikhopi, nakong ya dihora tse tlwaelehileng tsa tshebetso, tsa Tataiso dikantorong tsa makala a mmuso le a poraefete (ka bonyane dipuo tse pedi tsa semmuso), ho kenyeletsa le kantoro ya Bolaodi (ka puo ka nngwe ya dipuo tsa semmuso). Tataiso, ka puo ka nngwe ya dipuo tsa semmuso, hape e ka fumaneha-
		1. ho tswa Koranteng ya Mmuso*;*
		2. ka kopo ya Bolaodi, ke mohlanka wa lesedi foromong e nyalanang haholo le Foromo 1 ya Tlatsetso A ho Melawana;
		3. ka kopo ya Bolaodi, ka motho leha e le ofe, ntle le mohlanka wa lesedi ya boletsweng serapeng 10.4.2 ka hodimo mona, foromong e nyalanang haholo le Foromo 1 ya Tlatsetso A ho Melawana ya the PAIA. Ditefello tse amanang le khopi ya Tataiso jwaloka ha ho boletswe ho ntlha 1 ya Tlatsetso B di ka sebetsa ho motho ya boletsweng ka hodimo mona.
		4. ho tswa websaeteng ya Bolaodi (<https://www.inforegulator.org.za>) le ya makala leha e le afe a mmuso kapa a poraefete;
	2. Kopo leha e le efe ya Tataiso ho tswa ho Bolaodi e lokela ho etswa ka lengolo, ka ho tlatsa **FOROMO 1**, e kenyeleditsweng mona.

# MEKGAHLELO YA DIREKOTO TSE BOLOKUWENG KE BOLAODI BA LESEDI

* 1. Direkoto tse bolokuweng ke Bolaodi di ntshuwa ke karolo ka nngwe ya dikarolo tsa bona, metjha ya ditshebetso tsa mantlha tlasa ka bobedi PAIA le POPIA le hape ka diqeto tse nkuweng ke Ditho.
	2. Karolo ka nngwe ya Bolaodi e ntsha direkoto tse matla tse amanang ka ho toba le ditlhahiso tsa karolo le direkoto tsa tshebetso motjheng wa ditshebetso tsa mokgatlo.
	3. Mekgahlelo ya direkoto tse ntshuwang ke Bolaodi di hlophuwe ka mokgwa o boletsweng ka tlase mona-
		1. ho ya ka moralo wa difaele tsa ngollano, difaele tsa lewa la tshehetso, mesebetsi ya mantlha, le metjha ya tshebetso ya Bolaodi;
		2. Sekejule sa Taolo ya Direkoto bakeng sa direkoto tse ding ho kenyeletsa dikgatiso le direkoto tsa *audio-visual* le mekgwa ya lesedi la elektroniki la Bolaodi.
	4. Direkoto tse itseng tsa Bolaodi di a batleha motjheng wa mosebetsi wa Bolaodi mme maemong a mang di rekoto di fumanwa ho tswa makaleng a mmuso le a poraefete ho ya ka PAIA le POPIA.
	5. Bolaodi bo na le tokelo e ikgethang ya ho fetisetsa dikopo tsa direkoto ho makala a tshwanelehang moo makala ana e neng e le batswari ba mantlha le ba nang le tokelo ya ho ntsha lesedi le koptjwang, kapa moo Bolaodi bo seng bo se na rekoto e jwalo.
	6. Bolaodi bo boetse bo na le tokelo e ikgethang ya ho bopa mekgahlelo e metjha ya direkoto moo sena se hlokehang. Bukana ena e tla behwa sehlohlolong bakeng sa bontsha diphethoho mekgahlelong ya direkoto ka tsela e lokelang.
	7. **Tlhaloso ya dihlooho tseo Bolaodi bo nang le direkoto tsa tsona le mekgahlelo ya direkoto tse tshwerweng sehloohong ka seng**
		1. Bolaodi bo na le direkoto tse latelang, tse fumanehang ho Bolaodi mme di ka koptjwa ka tsela ya motjha wa dikopo wa PAIA o laetsweng ho serapa 12 ka tlase mona. Direkoto tse jwalo hangata ha di na lesedi leo ho ka bolelwang ka bolokolohi hore ke tsa sephiri.
		2. Boholo ba direkoto tse welang mokgahlelong ona wa lesedi di a fumaneha rejistareng e bohareng ya Bolaodi Ntlokgolo ya bona kapa websaeteng ya Bolaodi ho: <https://www.inforegulator.org.za>
		3. Ka tlase mona ke lenane la direkoto le lesedi tse ka koptjwang semmuso ho ya ka PAIA kapa tsa hulwa websaeteng e ka hodimo mona ya Bolaodi-

| **Dihlooho** | **Mekgahlelo ya direkoto** | **Kopo ya Phumantsho** | **Ho hulwa Websaeteng**  |
| --- | --- | --- | --- |
| Ditokomane tsa Lewa, Meralo, Ditshisinyo | Ditlaleho tsa Selemo, Moralo wa Lewa, Moralo wa Tshebetso ya Selemo. | X | X |
| Khiro ya Batho | * Maano le ditsamaiso tsa HR;
* Dikgeo tse bapaditsweng;
* Direkoto tsa basebeletsi;
* Thuto le Ntshetsopele mohl.: meralo ya ntshetsopele ya maitsebelo le Thupello
* Moralo wa Tekatekano ya Khiro le Dipalopalo
 | X |  |
| Maano a Tshebetso / Meralo /Ditsamaiso / Meralo ya Tshebetso / | Ditumellano tsa Diprotokhole, Tsamaiso ya Lethathama la Phepelo, Meralo ya Ditheko, Dithendara tse Tobileng le Dikonteraka, Dinyehelo, Matlole, Bafepedi, Motsamaisi ba Dikotsi Management, Tlhahlobo, IT, Botsamaisi ba Ditjhelete, Khiro ya Batho, Tsamaiso ya Direkoto tsa Thekiso le Dipapatso. | X |  |
| Tsa Semolao, Maano, Diphuputso | * Lewa la Diphuputso le Moralo
* Dipampiri tsa Diphuputso
 | X |  |
| Taolo ya Kgwebo  | * Meralo ya Mokgatlo le ya Kgwebo;
* Memorandamo wa Kutlwisiso;
* Maano le Ditsamaiso tsa Bolaodi;
* Moralo Boitekanelo le Polokeho Mosebetsing;
* Rejistara ya Taolo ya Tahlehelo;
* Metjha ya Palehiso nakong ya kotsi.
 | X |  |
| Thekenoloji ya Lesedi | * Dikopo tsa Diketsahalo le Tshebeletso;
* Lesedi la Phano ya Thepa le Paballo;
* Direkoto tsa Diketsahalo tsa Ditsamaiso;
* Direkoto tsa Tshebetso ya Ditsamaiso;
* Manane a Tekolo ya Paballo ya Tsamaiso;
* Ditlaleho tsa Dtshebetso tsa Kgwedi;
* Ditumellano tsa Boemo ba Tshebeletso;
* Dibukana tsa Maano a ICT le Motjha;
* Paballo ya marangrang;
* Ditokomane tsa Bophelo ba Ntshetsopele ya Tsamaiso.
 | x |  |
| Bukana le Tataiso | Bukana le Tataiso ya Bolaodi ka mokgwa wa ho sebedisa PAIA | X | X  |
| Thepa ya Tsebahatso le Thekiso  | Ditlaleho tsa Dikgatiso, Dipatlisiso le Tekolo, Dipotso tse Botswang Kgafetsa (FAQ’s) jj. | X | X |
| Diphatlalatso | Dibukana, Dibuka, di-Periodical, Dijenale, Ditlaleho, Masedinyana, Dibulethine, Dimakasine, Diphamflete, E- Publications. | X | X |
| Boraditaba | Dipehelo tsa Boraditaba, Dipuisano tsa Radiyo le TV, Dipehelo, Dintlha tsa Bonkakarolo, Melaetsa le Dipuo tsa Semmuso, Dimpho le Dikgau, Dikahare tsa Websaete le Boitsebiso ba Kgwebo le Ditshwantsho.  | X | X |
| Diketsahalo, Mesebetsi, Diseminara le Dipitso | Dinehelano, Dipuisano, Ditokomane. | X | X |
| Direjistara | Bahlanka ba Lesedi,  | X | X |
| Dikhoutu tsa Boitshwaro tse Ntshitsweng | X | X |
| Dibukana tsa mehala tsa ka hare, Moralo wa Difaele, Sekejule sa Taolo ya Direkoto. | X |  |
| Ditlaleho / Metsotso / Diqeto | Sephetho le Diphuputso tsa Diboka, , Bodisa le Tekolo, Dipalopalo, Dipatlisiso, Ditekelo tsa Ketsamolao  | X |  |
| Ditaba tsa Lethathama la Phepelo | Ditokomane tsa Boiketo, Dikonteraka, Ditaelo tsa Ditheko, Dikhotheishene, Dithendara, Dipehelo tsa Tshupiso le Khiriso, Lenane la baikopedi ba Dithendara, Lenane le Dithendara tse Fanweng. | X |  |
| Dipatlisiso le boimatahanyo | Dinyewe tse itshetlehileng hodima disamane, Disamane, Mangolo a ho Phenyekolla le ho hapa thepa, Ditsebiso tsa Qobello, Ditsebiso tsa Lesedi, Maithunyako a HR, Dinyewe tsa Setjhaba, Ditlaleho tsa Dikopano le tlaleho ya dipatlisiso.  | X |  |
| Ditjhelete | Tshebetsano ya Ditjhelete, Ditlaleho tsa Ditjhelete, Tsamaiso ya Dikonteraka le Dithendara, Botsamaisi/Rejistara ya Thepa, Botsamaisi ba Ditjhelete, Dikakanyo, Ditatemente, Ditekanyetso, Ditlaleho, Direkoto tsa Tlhahlobo ya Ditjhelete, Ditatemente tsa Lekeno, Ditlaleho le Dipoelo. | X |  |
| Dikgatiso tsa Ditshwantsho tsa Modumo | Di-slide, Ditshwantsho, Difilimi, Dividiyo. | X |  |

* 1. **Mekgahlelo ya direkoto tseo e ka bang ho ka ba le mabaka a kganyetso a phumantsho ya direkoto**
		1. Direkoto tse boletsweng mekgahlelong e ka tlase mona di ka koptjwa semmuso, empa phumantsho ya dikarolo tsa direkoto tsena kapa rekoto ka botlalo e ka hanyetswa ka mabaka a semolao a boletsweng ho dikarolo 33 ho isa ho 46 le dkarolo 62 ho isa ho 70 tsa PAIA. O koptjwa ho sheba Tataiso ya PAIA Guide mabapi le mokgwa ho sebedisa PAIA.
		2. Bolaodi bo boetse bo na le tokelo e ikgethileng ya ho hanyetsa phumantsho ya direkoto moo ho tswelliswa ha rekoto ho ka bakang fapohiso e matla le e sa hlokeheng ya mehlodi ya bona.
		3. Phumantsho hape e tla hanyetswa moo dikopo e leng tsa bosawana le/kapa tse halefisang.
		4. Leha ho le jwalo, Mohlanka wa Lesedi kapa Mo/Batlatsi ba hae ba Bolaodi ba ka dumela kopo ya phumantsho ya rekoto ya Bolaodi, haeba-
			1. pepeso ya rekoto e tla utulla tlolo e matla ya molao, kapa ho hloleha ho imatahanya le molao; le
			2. tabatabelo ya setjhaba pepesong ya rekoto e feta kotsi e lohothwang mabapi le mabaka leha e le afe a kganyetso ya phumantsho ya direkoto.

| **Mokgahlelo wa Rekoto** | **Feela foromong ya Kopo** |
| --- | --- |
| Ditlaleho tsa Bolaodi tsa Tekolo ya Boimatahanyo (PAIA le POPIA) | X |
| Lesedi le amanang le Tshireletso | X |
| Ngollano ya ka hare ya Bolaodi | X |
| Direkoto tsa Lefapha la Ditshebeletso tsa Semolao | X |
| Ngollano ya ka hare ya diphiri tsa Botsamaisi ba Phethahatso | X |
| Diphuputso tse entsweng ke Bafani ba Ditshebeletso ho Bolaodi kapa mananeo a tsamaelanang dikotelo tsa dikonteraka mabapi le pepeso | X |
| Ngollano ya sephiri ya ditlelaente | X |
| Lesedi le ikgethileng: le tshwerweng nakong ya dipatlisiso, bonamodi, dinyewe tsa lekunutu, lesedi la leqwetha le tlelaente, lesedi la tshireletso ya naha kapa la mokgwa wa boraro | X |
| Lesedi le tobileng la Basebeletsi, ho kenyeletsa, empa ho sa fellwe ka difaele tse amanang metjha ya kgalemo le direkoto, lesedi la bongaka le lesedi la bo mong | X |
| Metjha ya pepeso ya thepa le tshireletso ya thepa | X |
| Ditumellano tsa Boemo ba Tshebeletso tse itseng | X |
|  Ditokomane tsa Dithendara tse itseng | X |
| Mananeo le Metsotso ya Dikopano le ngollano | X |
| Ditokomane tsa ditlaleho tsa mokgwaritso, maano le dipuisano | X |
| Dipampiri tsa Diphuputso le Dikakanyo tsa Semolao | X |
| * Ditsebiso tsa Qobello;
* Kutlwano pakeng tsa mekga e mmedi;
* Ditlaleho tsa Tekolo;
* Tsebiso ya lesedi;
* Mangolo a ho phenyekolla; le
* Disamane.
 | X |
| Ditshupatefo le bopaki ba tefello | X |
| Ditlaleho tsa forensiki tse itseng  | X |

1. **DIREKOTO TSA BOLAODI TSE FUMANEHANG NTLE LE HORE MOTHO A KOPE PHUMANTSHO, HO YA KA KAROLO 15(2) YA MOLAO**

| **Mokgahlelo** | **Mofuta wa Tokomane** | Websaete  |
| --- | --- | --- |
| Molao | * Molao wa Kgothaletso ya Phumantsho ya Lesedi wa bo-2 wa 2000;
* Sehlomathiso sa Molao wa Kgothaletso ya Phumantsho ya Lesedi wa bo-54 wa 2002;
* Molao wa Tshireletso ya Lesedi la Bo Mong wa bo-4 wa 2013;
* Sehlomathiso sa Molao wa Kgothaletso ya Phumantsho ya Lesedi wa bo-31 wa 2019;
* Molao wa Dithuso tsa Ditjhelete tsa Mekga ya Dipolotiki wa bo-6 wa 2018)
 | X |
| Melawana  | * Tsebiso ya Mmuso R.187 ho GG 23119- 15 Hlakola 2002;
* Tsebiso ya Mmuso No. R. 1244 -22 Lwetse 2003;
* Tsebiso ya Mmuso R.991 ho GG 28107-14 Mphalane 2005;
* Tsebiso ya Mmuso No. R. 990-13 Mphalane 2006;
* Tsebiso ya Mmuso No. R. 466-1 Phuptjane 2007;
* Tsebiso ya Mmuso 1222 ho GG 39504-11 Tshitwe 2015;
* Tsebiso ya Mmuso 1217 ho GG 42717-19 Lwetse 2019;
* Tsebiso ya Mmuso R. 1284 ho GG 42740-4 Mphalane 2019;
* [GG 42110, RG 10897, GoN 1383, 14 Tshitwe 2018](https://www.justice.gov.za/inforeg/docs/20181214-gg42110-rg10897-gon1383-POPIregister.pdf) (POPIA: Melawana)
 | X |
| Diforomo | * Foromo ya PAIA ya Ditletlebo ho Bolaodi;
* Foromo ya POPIA ya Ditletlebo ho Bolaodi;
* Diforomo tsa PAIA tsa Kopo ya phumantsho ya Direkoto ( Foromo 2);
 | X |
| Dikomiti tsa Bolaodi | * Mabaka a Boteng ba Dikomiti
* Tjhata ya Mesebetsi le Maikarabelo a Ditho tsa Bolaodi ba Lesedi
 | X |
| Maano, Ditataiso, Khoutu ya Boitshwaro, le Dinoutsu tsa Tataiso | * Tataiso ya PAIA;
* Bukana ya PAIA;
* Dinoutsu tsa Tataiso ;
* Ditataiso;
* Leano la Sephiri sa Websaete;
* [Khoutu ya Boitshwaro;](https://www.justice.gov.za/inforeg/docs/InfoRegSA-CodeOfEthics.pdf)
* Leano la Pepeso ya [Ditabatabelo;](https://www.justice.gov.za/inforeg/docs/InfoRegSA-Policy-DI.pdf)
* Leano la Popo ya Maano;
* Dikhoutu tsa Boitshwaro tse amohetsweng le ho ntshuwa;
* Ditsebiso;
* Dikotelo le
* Ditumello.
 | X |
| Ditokomane tsa Lewa (Meralo le Ditlaleho) | * Porofaelo ya Tshebetso ya Mokgatlo (Kakaretso, Merero, Mesebetsi, Okanokeramo)
* Ditlaleho tsa Selemo;
* Moralo wa Lewa;
* Moralo wa Tshebetso ya Selemo;
* Meralo ya Lewa le ya Tshebetso.
 | X |

# MOTJHA WA PHUMANTSHO YA DIREKOTO TSA BOLAODI BA LESEDI

* 1. Karolo 18 ya PAIA e laela motjha o lokelang ho latelwa wa kopo ya phumantsho ya Lesedi le tshwereweng ke Bolaodi. Karolo 23(1) ya POPIA[[22]](#footnote-22) hape e fana ka motjha wa phumantsho ya lesedi la bo mong. Mokgwa wa phumantsho ya lesedi la bo mong ho ya ka karolo 23 ya POPIA o lokela ho kgema le karolo 18 ya PAIA[[23]](#footnote-23).

* 1. Mokopi kapa monga lesedi o lokela ho sebedisa foromo laetsweng, **FOROMO 2**, ha a kopa phumantsho ya rekoto kapa lesedi la bo mong. Foromo 2 e tlatseleditswe mona.
	2. Mokopi ke motho leha e le ofe ya etsang kopo ya phumantsho ya rekoto ya Bolaodi mme tabeng ena, PAIA e etsa phapang pakeng tsa mefuta e mmedi ya bakopi ba phumentsho ya lesedi, ke hore Mokopi ka Boyena, (monga lesedi) le Mokopi e mong.
		1. Monga lesedi ke mokopi eo, ha a se a fane ka bopaki bo loketseng ba boitsebiso, a batlang phumantsho ya rekoto e nang le lesedi la boyena e le monga lesedi. Ho ya ka dipehelo tsa PAIA le POPIA, Bolaodi bo tla fana ka lesedi le kopuweng, kapa bo fane ka phumantsho ya rekoto leha e le efe mabapi le lesedi la bo mong la monga lesedi ka nako e utlwahalang, (ka tefello e laetsweng, haeba e le teng) ka mokgwa le sebopeho se utlwahalang le ka tsela eo ka kakaretso e utlwisisehang. Tefello e laetsweng[[24]](#footnote-24) bakeng sa tlhahiso botjha ya lesedi la bo mong le kopuweng e tla batlwa ke Bolaodi;
		2. Motho ya welang mokgahelong wa Mokopi e Mong o na le tokelo ya ho kopa phumantsho ya lesedi le amanang le mekga ya boraro. Leha ho le jwalo, Bolaodi ha bo a tlameha ho fana phumantsho pele mokopi a kgema le ditlhokeho tsa phumantsho ya lesedi ho ya ka dipehelo tsa PAIA le POPIA.
		3. Tefello e laetsweng bakeng sa tlhahiso botjha ya lesedi le koptjwang e ka nna ya batlwa ke Bolaodi.
	3. **Foromo 2** e lokela ho ngollwa le ho lebiswa ho Mohlanka wa Lesedi ka letsoho, poso, fekse kapa imeile, moo dintlha tsa teng di tekilweng serapeng 8 ka hodimo mona.
	4. Mokopi o lokela ho fana ka lesedi le lekaneng la re/direkoto tse koptjwang hore Mohlanka wa Lesedi kapa Motlatsi wa hae, haeba a le teng, ho hlwaya re/direkoto tseo. Foromo e laetsweng e lokela ho tlatswa e na le dintlha tse lekaneng hore bonyane Mohlanka wa Lesedi a kgone ho di hlwaya:
		1. boitsebiso ba mokopi;
		2. dintlha tsa rekoto e koptjwang;
		3. mofuta wa rekoto;
		4. sebopeho sa phumantsho; le
		5. mokgwa wa phumantsho.
	5. Dintlha tse ding tsa bohlokwa tse lokelna ho hopolwa ha ho tlatswa foromo ya kopo:
		1. karolo ka nngwe ya foromo e na le ditaelo tse lokelang ho latelwa ho ntlafatsa kgonahalo ya hore kopo e fanwe ntle le hore ho be le tiehiso;
		2. haeba direkoto di koptjwa lebitsong la motho e mong, o koptjwa hore o fane ka khopi e o dumellang ka thomo ya hore etse seo lebitsong la motho e mong;
		3. tlhaloso e batsi ya direkoto tse koptjwang e lokela ho fanwa ho kgontsha Mohlanka wa Lesedi kapa Motlatsi wa hae a kgone ho e hlwaya ka nepo.
	6. Mokopi o lokela ho supa, ho ya ka karolo section 29(2) ya PAIA[[25]](#footnote-25), sebopeho seo phumantsho e batlehang ka sona.
	7. Mokopi o lokela ho supa haeba re/direkoto tse koptjwang o di batla ka puo leha e le efe.
	8. Mokopi o lokela ho supa mokgwa oo a batlang ho tsebiswa ka ona ka qeto mabapi le kopo le dintlha tseo a lokelang ho di tseba ka nepo.
	9. Mokopi o tla thola lesedi ka mokgwa oo a le kopileng ka ona. Karolo 29(3) ya PAIA[[26]](#footnote-26) e supa hore ho fana ka lesedi ho tla itshetleha hodima haeba kopo e keke ya sitisa ka ho sa hlokeheng tsamaiso e hlwahlwa ya Bolaodi, ya ba kotsi bakeng sa paballo ya re/direkoto kapa ho hatikela tokelo ya kgatiso eo e seng ya Puso.
	10. Ho ya ka Karolo 29(4) ya PAIA, ha phumantsho e ka hanyetswa ka sebopeho seo e kopuweng ka sona, ya hanyetswa ho ya ka Karolo 29(3) ya PAIA, empa phumantsho e fanwe ka sebopeho se fapaneng, ebe tefello e keke ya feta tjhelete e ka beng e batluwe bakeng sa phumantsho ka sebopeho se neng se kopuwe sa sethathong.
	11. Haeba, hodima karabo e ngotsweng ya kopo, mokopi a batla ho tsebiswa ka qeto ka mokgwa leha e le ofe o mong, mokopi o lokela ho hlakisa mokgwa oo le ho fana ka dintlha tse hlokehang tsa ho tsebiswa ka nepo.
	12. Moo mokopi a etsang kopo lebitsong la motho e mong, o lokela ho fana ka bopaki ba boemo boo a etsang kopo ka bona.
	13. Kopo ya molomo ya phumantsho ya re/direkoto e ka etswa, haeba mokopi a sa kena sekolo kapa a qhwadile. Mohlanka wa Lesedi kapa Motlatsi wa hae o tla thusa mokopi ho tlatsa foromo e laetsweng le ho mo neha khopi ya foromo e tlatsitsweng.
	14. Mokopi o tla tsebiswa ka tefello e batlehang, haeba e le teng, mokgwa wa tefello le kantoro eo tefello e ka etswang ho yona kapa bopaki ba tefello hore kopo ya lesedi e tswelliswe. O koptjwa ho lemoha hore mokopi o tla kotelwa bakeng sa ho lefa tefello ya phumantsho[[27]](#footnote-27) ho Bolaodi haeba:-
		1. haeba mokopi ke motho ya sa nyalang eo lekeno la hae la selemo, kamora ho hulwa ha ditjhelete tse dumelletsweng, tse kang PAYE le UIF, le ka tlase ho **R14 712** ka selemo, kapa
		2. mokopi o nyetse mme lekeno ka kopanelo, kamora ho hulwa ha ditjhelete tse dumelletsweng, tse kang PAYE le UIF, le ka tlase ho **R27 192** ka selemo.
	15. Kopo ya lesedi e tla, ho ya ka Karolo 25 ya PAIA, e tla tswelliswa ke Mohlanka wa Lesedi nakong ya matsatsi a 30 kamora ho amohela kopo kapa kapele kamoo ho ka kgonehang, mme kamora moo Mohlanka wa Lesedi o tla tsebisa mokopi ka qeto ya hae, ya ho dumela kapa ho hanyetsa kopo ya phumantsho ya direkoto. Qeto e lokela, haeba ho kgoneha, e tla tsebiswa ka mokgwa o kopuweng ke mokopi.
	16. Karolo 26 ya PAIA[[28]](#footnote-28) e laela maemo moo nako ya matsatsi 30 jwaloka ha ho boletse ho Karolo 25 ya PAIA[[29]](#footnote-29), a ka nnang aa atoloswa ha nngwe feela ka matsatsi a mang a 30. Nako ya matsatsi 30 e ka atoloswa feela hanngwe ka matsatsi a mang a sa feteng 30, haeba-
		1. kopo e le ya palo e kgolo ya direkoto kapa ho lokela ho batlanwa le direkoto mme nako ya sethathong le boimatahanyo di tla sitisana ho sa hlokehe le mesebetsi ya Bolaodi;
		2. kopo e batla ho tsomanwe le direkoto kapa ho latuwa ha tsona ofising ya Bolaodi eo e seng toropong kapa motsemohlo o le mong le ofisi ya Mohlanka wa Lesedi mme e keke ya phethelwa ka nako ya sethathong;
		3. ditherisano hara dikarolo tsa Bolaodi kapa lekala le leng la mmuso di hlokeha kapa di tshwaneleha ho etsa qeto ka kopo mme motjha oo wa ho nka qeto o keke wa phethelwa ka nako e utlwahalang ya sethathong;
		4. boemo bo fetang bo le bong bo lohothuweng ho dirapana 13.17.1, 13.17.2 le 13.17.3 bo teng mabapi le kopo ya boimatahanyo le nako ya sethathong bo sa kgonahaleng; kapa
		5. mokopi a dumella ka lengolo bakeng sa katoloso e jwalo.
	17. Haeba nako e atolositswe, mohlanka wa lesedi o lokela hore kapele kamoo ho ka kgonehang le nakong ya matsatsi a 30 a pele a ho fumana kopo a tsebise mokopi ka katoloso eo.
	18. Haeba kopo ya phumantsho ya rekoto e hanyeditswe, e diehisitswe kapa e dumetswe ho lefuwe ditjhelete tse hlokehang kapa e fanwe ka sebopeho se sa amoheleheng, mokopi a ka nna a kenya boipiletso ba ka hare ho ya ka Karolo 74 ya PAIA.
	19. Karolo 74 ya PAIA e dumella maipiletso kgahlanong le qeto ya Mohlanka wa Lesedi wa Bolaodi mme ditsamaiso tsa boipiletso (e leng tse sa tlameng) di hlakisitswe serapeng 9.3 ka hodimo mona.
	20. Ho ya ka Karolo 78 ya PAIA, mokopi kapa mokga wa boraro o boletsweng ho Karolo 74, o ka etsa kopo Kgotla bakeng sa thuso e nepahetseng ho ya ka Karolo 82 ya Molao, kamora ho etsa tsohle mabapi le metjha ya boipiletso kgahlanong le qeto ya Mohlanka wa Lesedi. Jwaloka ha ho boletswe ho serapa 9.3 ka hodimo mona,metjha ya boipiletso ha e tlame mme mokopi kapa mokga wa boraro o ka, neng kapa neng, nakong e laetsweng ya matsatsi 180, leba kgotla bakeng sa thuso e nepahetseng.
	21. Mokopi, ya sa kgotsofalang ke qeto ya mohlanka wa lesedi wa Bolaodi tlasa PAIA, a keke a kenya tletlebo le Bolaodi mme o lokela ho tswella ka serapa 9.3.10 ka hodimo mona.
1. **DITSHEBELETSO TSE TENG BAKENG SA DITHO TSA SETJHABA TSA BOLAODI BA LESEDI LE MOKGWA WA HO FIHLELLA DITSHEBELETSO TSEO**
	1. Ditletlebo tlasa POPIA
		1. Motho leha e le ofe ya nang le pelaelo ya ho henahenanwa le tshireletso ya lesedi la bo mong la monga lesedi a ka, ho ya ka karolo 74(1) ya POPIA, kenya tletlebo ho Bolaodi. Motho leha e le ofe ya lakatsang ho kenya tletlebo e lohothwang ho karolo 74(1) ya POPIA o lokela ho kenya tletlebo e jwalo ho Bolaodi ka **Foromo 5 (Karolo I ya teng)**, e leng foromo e fumanehang websaeteng ya Bolaodi.
		2. Mokga o ikarabellang kapa monga lesedi ya sa kgotsofalang ka qeto, ho kenyeletsa tsebahatso leha e le efe, taelo e teng mabapi le qeto, e entsweng ke moahlodi, a ka kenya tletlebo ho Bolaodi kgahlanong le qeto ho ya ka karolo 74(2) ya POPIA. O koptjwa ho lemoha hore ho na le tefello e batlehang ya mokga o ikarabellang kapa monga lesedi mabapi le tletlebo e kentsweng kgahlanong le qeto ya moahlodi.
		3. Mokga o ikarabellang kapa monga lesedi ya lakatsang ho kenya tletlebo e lohothwang ho serapa 14.1.2 ka hodimo mona, o lokela ho kenya tletlebo e jwalo ho Bolaodi ka **Foromo 5 (Karolo II ya teng)**, e leng foromo e fumanehang websaeteng ya Bolaodi.
	2. Ditletlebo tlasa PAIA
		1. Mokopi kapa mokga wa boraro o ka kenya feela tletlebo ho Bolaodi kamora hoba mokopi kapa mokga wa boraro o lekile tsohle mabapi le boipiletso ba ka hare ntle le katleho ditsamaisong tse kgahlanong le qeto ya Mohlanka wa Lesedi wa lefapha la mmuso la naha, provense kapa mmuso wa lehae.
		2. Leha ho le jwalo, mabapi le lekala la mmuso (moo boipiletso ba ka hare bo sa sebetseng) le lekala la poraefete, mokopi kapa mokga wa boraro o ka kenya tletlebo ho Bolaodi, haeba ba sa kotsofala ke qeto ya lekala le amehang.

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* + 1. Tletlebo ho Bolaodi ka Mokopi kapa mokga wa boraro e lokela ho etswa nakong ya **matsatsi a 180** a ho amohela qeto ya lekala mme e lokela ho kenngwa ka **Foromo 5**, e kenyeleditsweng mona.

# KENYELETSO YA SETJHABA MABAPI LE POPO YA LEANO LE TSHEBEDISO YA MATLA KAPA KETSO YA MESEBETSI KE BOLAODI BA LESEDI

* 1. Mabapi le tshebediso ya matla a bona kapa ketso ya mesebetsi ya bona ho ya ka PAIA le POPIA, setjhaba nako le nako se memelwa ho etsa dinehelo ka ho nka karolo kapa ho susumetsa ntshetsopele ya Melawana, Dikhoutu tsa Boitshwaro le Ditataiso.
	2. Ditho tsa setjhaba di ka, nemg kapa neng, etsa dinehelo ho Bolaodi mabapi le boitshwaro ba motho leha e le ofe ya welang tlasa matla leha e le afe a thomo ya Bolaodi.
	3. Ditho tsa setjhaba hape di kgothaletswa ho fana ka ditshisinyo bakeng sa ntshetsopele ya Khoutu ya Boitshwaro kapa phethoho leha e le efe ya molao kapa ditshwaelo mabapi le taba leha e le e amang lesedi la bo mong la monga lesedi. Setjhaba se boetse se kgothaletswa ho nka karolo ditherisanong tsa setjhaba le dipuisanong tsa bankakarolo tse hlophisitsweng ke Bolaodi.
	4. Lepatlelo le sebediswang bakeng sa bonkakarolo ba setjhaba e ka ba la dipuisano le setjhaba (ka seqo kapa ka marangrang), imeili kapa ditshwaelo tse ngotsweng.
	5. Dinyehelo le ditshwaelo tsa ditho tsa setjhaba di nkuwa e le tsa bohlokwahadi nakong ya Popo ya Melawana, Ditataiso le Dikhoutu tsa Boitshwaro.
	6. Bolaodi bo fetisa lesedi ho ya setjhabeng ka metjha ya elektroniki le diphatlalatso, koranta ya mmuso hammoho le dikgokahano tsa setjhaba.
1. **TSWELLISO YA LESEDI LA BO MONG**
	1. **Morero wa ho tswellisa lesedi la bo mong la monga lesedi ke Bolaodi**
		1. Bolaodi bo tswellisa lesedi la bo mong la beng ba lesedi le matleng a bona ka ditsela tse latelang:-
			1. Ho etsa kapa ho phethahatsa ditshwanelo tsa bona tsa molao tlasa PAIA le POPIA, ka-
				1. Kamohelo ya ditletlebo;
				2. dipatlisiso tsa ditletlebo;
				3. ho hlophisa tekolo ya boimatahanyo;
				4. mekgwa ya qobello;
				5. tswelliso ya boikopedi bakeng sa-
2. khoutu ya boitshwaro;
3. Dikotelo;
4. Ditumellano tsa pele;
5. Tumello ya ho tswellisa lesedi la bo mong le ikgethang; le
6. Tumello ya ho tswellisa lesedi la bo mong la bana.
	* + 1. Tsamaiso ya basebeletsi le Baikopedi ba Mosebetsi;
			2. Paballo ya diakhaonte le direkoto;
			3. Motjha wa ditheko;
			4. Baeti dibakeng leha e le dife tsa Bolaodi;
			5. Ho imatahanya le melao e meng e amehang, e kang PFMA, Melawana e ka tlasa yona le Dinoutsu tsa Ditaelo tsa Lefapha la Matlotlo a Naha.
	1. **Mekgahlelo ya Beng ba Lesedi le Lesdi la bona la Bo Mong**

Bolaodi bo ka tswellisa direkoto tse amanang le bafepedi, boradiabo, borakonteraka, bafani ba ditshebeletso, basebeletsi le ditlelaente:

| **Mekgahlelo ya Beng ba Lesedi** | **Lesedi la Bo Mong le ka tswelliswang** |
| --- | --- |
| Batletlebi: Batho ba Tlwaelehileng | Mabitso le sefane; dintlha tsa boiteanyo (no/dinomoro tsa mohala, nomoro ya fekse, aterese ya imeili); aterese ya bodulo, ya poso kapa ya kgwebo; Nomoro e tshwayang/Nomoro ya Boitsebiso, le ngollano ya sephiri.  |
| Batletlebi: Mekga e Ikarabellang, Batho ba Semolao / Ditheo tsa Setjhaba | Mabitso a batho bao ho tla iteanngwa le bona; Lebitso la Setheo sa Semolao; Aterese ya Sebaka le ya Poso; Dintlha tsa boiteanyo (no/dinomoro tsa mohala, nomoro ya fekse, aterese ya imeile) le Nomoro ya Boingodiso. |
| Batho / Ditheo tsa Melata | Lebitso; dintlha tsa boiteanyo (no/dinomoro tsa mohala, nomoro ya fekse, aterese ya imeile); aterese ya sebaka le ya poso. |
| Lehokela / Moeletsi/ boraditherisano | Mabitso a batho bao ho tla iteanngwa le bona; Lebitso la Setheo; aterese ya Sebaka le ya Poso le dintlha tsa boiteanyo (no/dinomoro tsa mohala, nomoro ya fekse, aterese ya imeile); Nomoro ya Boingodiso. |
| Bafani ba Ditshebeletso ba Konteraka | Mabitso a batho bao ho tla iteanngwa le bona; lebitso la setheo; mabitso a batsamaisi le boradiabo, aterese ya sebaka le ya poso le dintlha tsa boitanyo(no/dinomoro tsa mohala, nomoro ya fekse, aterese ya imeile); lesedi la ditjhelete; nomoro ya boingodiso; ditokomane tsa ho thehwa; lesedi le amanang le lekgetho; ditshaeno tse dumelletsweng, boemo ba matlafatso e pharalletseng ya batho ba batsho moruong e pharalletseng (B-BBEE), ditheo tsa semphato, mawa a kgwebo. |
| Basebeletsi / Ditho / ditho tsa Komiti  | Bong, boimana; maemo a lenyalo; morabe, dilemo, puo, lesedi la mangolo a thuto; lesedi la ditjhelete; nalane ya khiro; Dinimoro tsa Boitsebiso; aterese ya sebaka le ya poso; dintlha tsa boiteanyo (no/dinomoro tsa mohala, nomoro ya fekse, aterese ya imeile); rekoto ya botlokotsebe; boitekanelo le ditho tsa lelapa, maemo a tsa bongaka, boahi, motso wa morabe le kahisano, boitekanelo ba mmele le kelello, boqhwala, lesedi la dikgatiso tsa menwana la motho, nalane ya khiro, semphatho sa seporofeshenale le ditshupiso. |

* 1. **Baamohedi kapa mekgahlelo ya baamohedi ba ka nehwang lesedi la bo mong le ka fanwa ke Bolaodi**
		1. Bolaodi bo ka fana ka lesedi la bo mong la monga lesedi ho bahiri ba Bolaodi, e le karolo ya phetha thomo ya bona ya molao.
		2. Bolaodi bo ka fana lesedi la bo mong la monga lesedi ho Bafani ba Ditshebeletso ba fanang ka ditshebeletso tse latelang:-
			1. Ho tshwara le ho hlophisa lesedi la bo mong;
			2. Ho boloka lesedi la bo mong;
			3. Ho romela diimeile le ngollano e nngwe setjhabeng;
			4. Ho etsa ditekolo tsa boimatahanyo;
			5. Ho e tsa ditekolo tsa botlokotse;
			6. Ho hlophisa netefaletso ya tshwaneleho;
			7. Dipatlisiso tsa diforensiki le tse ding tse amanang le mesebetsi ya Bolaodi;
			8. Ditlhahlobo;
			9. Tsamaiso ya Matlole a Porovidente, a Pentjhene le dikema tsa bongaka; le
			10. Meralo ya motheo ya ICT.
	2. Bolaodi hape bo ka fana la lesedi la beng ba lesedi ho-

* + 1. motho leha e le ofe eo tletlebo e leng kgahlanong le yena;
		2. bolaodi leha e le bofe ba taolo kapa lekgotla, mabapi le taba leha e le efe kapa karolo ya yona, e welang tlasa bolaodi ba bona;
		3. makala a qobello ya molao, a kang Bolaodi ba Naha ba Botjhutjhisi kapa Tshebeletso ya Sepolesa ya Afrika Borwa, bakeng sa dipatlisiso tsa botlokotsebe; le
		4. Makgotleng, mabapi le taba leha e le efe e tshwanelang ho shejwa botjha ke baahlodi.

* 1. **Tsamaiso ya lesedi la bo mong le tshelang meedi**
		1. Bolaodi ha bo eso rale Regulator tsamaiso ya lesedi la bo mong la ho Tshela Meedi. Leha ho le jwalo, haeba ho hlokeha hore ho fetisetswe lesedi la bo mong naheng e nngwe ka morero leha e le ofe o molaong, Bolaodi bo tla netefatsa hore motho leha e le ofe eo bo fetisetsang lesedi ho la bo mong ho yena ke ka tlasa molao, melao e tlamang ya kgwebo kapa tumellano e tlamang e fanang ka boemo bo nepahetseng ba tshireletso mme mokga wa boraro o dumela ho tshwara lesedi leo la bo mong ka boemo ba tshireletso bo tshwanang ho ya kamoo Bolaodi bo tlamehang tlasa POPIA.
		2. Phethiso leha e le efe ya lesedi la bo mong ho tshela meedi tla ba ka tumello ya monga lesedi, leha ho le jwalo haeba ho keke ha kgonahala ho thola tumello ya monga lesedi ya amehang, Bolaodi bo tla fetisa lesedi la bo mong haeba-
			1. e tla ba molemong wa monga lesedi; le
			2. monga lesedi o tla be a fane ka tumello haeba ho ne ho kgonahala ho fumana tumello e jwalo.
	2. **Tlhaloso ka Kakaretso ya Ditsela tsa Tshireletso ya Lesedi**
		1. Bolaodi bo dula bo dula bo theha le ho baballa ditsela tse nepahetseng tse utlwahalang tsa setekginiki ka ho nka mehato e nepahetseng, ya setekginiki le ya mokgatlo bakeng sa ho thibela-
			1. tahlehelo, tshenyo kapa tshenyo e sa dumellwang ya lesedi la bo mong; le
			2. phumantsho e seng molaong kapa tswelliso ya lesedi la bo mong.
		2. Bolaodi bo nkile mehato e utlwahalang, jwaloka ha ho boletswe ho serapa ka tlase mona, ho-
			1. hlwaya dikotsi kaofela tse ka bang teng tsa ka hare le tsa ka ntle tsa lesedi la bo mong le ho bona kapa le tlasa taolo ya bona;
			2. theha le ho baballa dithibelo tse nepahetseng kgahlanong le dikotsi tse hlwauweng;
			3. netefatsa kgafetsa hore ditshireletso di kenngwa tshebetsong ka nepo; le
			4. ho netefatsa hore ditshireletso di dula di behilwe sehlohlolong karabelong ya dikotsi tse ntjha kapa dikgaello ditshireletsong tse neng di kentswe tshebetsong pele.
		3. Mehato e nkuwang ke Bolaodi e kenyeletsa, hara e meng:-
			1. Taolo ya Phumantsho;
			2. Ho patwa ha Lesedi;
			3. Mehato ya Tshireletso;
			4. Bodisa bo matla, bokgoni ba Tlhahlobo le ho Tlaleha;
			5. Tshireletso ya Tlatsetso ya Lesedi;
			6. Ditharollo tsa Antivaerase le Anti-malware;
			7. Ho fadimeha le ho Bula mahlo; le
			8. Ditumellano di fihlelletswe le Diopereitara ho kenya tshebetso ditaolo tsa tshireletso.

# DITEFELLO TSE LAETSWENG

* 1. Karolo 22(1) ya PAIA e bolela hore ditefello tse lokelang ho etswa bakeng sa phumentsho ya direkoto tsa Bolaodi di a laolwa. Ditefello tse laetsweng di tekilwe ho **tlatsetso B,** e kenyeleditsweng mona.
	2. Mokopi ya batlang phumantsho ya rekoto leha e le efe a ka lokela ho lefa, ntle le haeba a kotetswe, jwaloka ha ho boletswe o serapa 17.3 ka tlase mona.
	3. Mokopi ha a ya lokela ho lefa tefello ya phumantsho[[30]](#footnote-30) lekaleng la mmuso haeba:-
		1. Ke motho ya sa nyalwang eo lekeno la hae la selemo, kamora ho hulwa ha ditjhelete tsa semmuso, tse kang PAYE le UIF, le ka tlase ho **R14 712** ka selemo, kapa
		2. O nyetse mme lekene le kopanetsweng le molekane, kamora ho hulwa ha ditjhelete tsa semmuso, tse kang PAYE le UIF, le ka tlase ho **R27 192** ka selemo.

# BOTENG BA BUKANA

* 1. Bukana ya Bolaodi e teng ka bonyane dipuo tse tharo tsa semmuso le ka braille. Khopi e tla fumaneha-
		1. websaeteng ya Bolaodi ho <https://www.inforegulator.org.za>;
		2. ntlo kgolo ya Bolaodi bakeng sa tlhahlobo ya setjhaba dinakong tse tlwaelehileng tsa tshebetso;
		3. ho motho leha e le ofe ha a e kopa le kamora ho lefa tjhelete e itseng.
	2. Tefello ya khopi ya Bukana, jwaloka ha ho lohothuwe ho tlatsetso B, e tla lefuwa ho ya ka khopi ka nngwe ya boholo ba A4- e entsweng.

# DIREKOTO TSE SA FUMANEHENG KAPA TSE SIYO

* 1. Bakopi ba na le tokelo ya ho thola karabo ka sepopeho sa afidavite ka tiisetso ya moo direkoto di ka fumanehang teng, empa e le moo mokopi a neng a ka e fumantshwa haeba rekoto e ne e le teng[[31]](#footnote-31).
	2. Bakopi hape ba na le tokelo ya ho thola karabo ka sebopeho sa afidavite kapa tiisetso moo direkoto di leng siyo.

# HO LAHLWA HA DIREKOTO

* 1. Bolaodi bo na le tokelo e ikgethang ya ho lahla ka molao direkoto tse itseng ho ya ka ditumello tse fumanweng ho Tshebeletso ya Naha ya Nalane le Direkoto.
	2. Bakopi ba tla tsebiswa haeba rekoto e itseng e lahluwehaeba sena se amana le direkoto tse koptjwang.
	3. Ho ya ka karolo 24(1) ya POPIA, Bolaodi bo ka, kamora ho thola kopo ya monga lesedi: -
		1. lokisa kapa tlosa lesedi la bo mong la monga lesedi le ho bona kapa le tlasa taolo ya bona le sa nepahalang, le sa hlokeheng, le fetang tekano, le fetuweng ke nako, le sa fellang, le lahlehisang kapa le fumaneng ka tsela e seng molaong; kapa
		2. senya kapa tlosa rekoto ya lesedi la bo mong la monga lesedi leo Bolaodi bo seng bo sa dumellwa ho le beha ho ya ka karolo 14 ya POPIA[[32]](#footnote-32).

# HO BEHWA SEHLOHLOLONG HA BUKANA

Bolaodi bo tla, haeba ho hlokeha, beha sehlohlolong le ho phatlalatsa Bukana ena ka selemo.

**E ntshitswe ke**

**BOLAODI BA LESEDI**

**FOROMO 1**

**KOPO YA KHOPI YA TATAISO**

[Melawana 2 le 3]

**TO:** The Information Regulator

P.O Box 31533

Braamfontein

Johannesburg

2017

E-mail address: enquiries@inforegulator.org.za

Tel number: +27 (0) 10 023 5200

**OR**

 \*The information officer

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nna,

|  |  |
| --- | --- |
| Mabitso ka Botlalo: |  |
| Boemong ba ka ke le (tshwaya ka "x"): | Mohlanka wa lesedi  |  | E mong |  |
| Lebitso la lekala la \*mmuso/poraefete *(haeba le le teng)* |  |
| Aterese ya Poso: |  |
| Aterese ya Bodulo: |  |
| Aterese ya imeile: |  |
| Fekse: |  |
| Dinomoro tsa mohala: | Mohala wa kgwebo: |  | Selfounu: |  |

ka sena ke kopa kho/dikhopi tse latelang tsa Tataiso:

|  |  |  |  |
| --- | --- | --- | --- |
| Puo *(tshwaya ka "X")* | Palo ya dikhopi | Puo*(tshwaya ka "X")* | Palo ya dikhopi |
|  | Sepedi, |  |  | Sesotho |  |
|  | Setswana |  |  | siSwati |  |
|  | Tshivenda |  |  | Xitsonga |  |
|  | Afrikaans |  |  | English |  |
|  | isiNdebele |  |  | isiXhosa |  |
|  | isiZulu |  |  |

Mokgwa wa ho di thola *(tshwaya ka "x"):*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Ka seqo | Aterese ya poso | Aterese ya bodulo *(ditshebeletso tsa poso)* | Aterese ya bodulo *(khoria)* | Imeile | Fekse |
|  |  |  |  |  |  |

E saennwe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ka \_\_\_\_\_\_\_\_\_\_\_ letsatsi la \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20 \_\_\_\_\_\_\_\_\_

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*Tshaeno ya mokopi*

\* Tlosa tse sa batleheng

**FOROMO 2**

**KOPO YA PHUMANTSHO YA REKOTO**

[Molawana 6]

*Temoso:Haeba dikopo tse entsa lebitsong la motho e mong, bopaki ba boemo boo kopo e etswang ka bona, bo lokela ho kenyeletswa le foromo ena.*

**TO:** The information officer

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*(Aterese)*

Aterese ya imeile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nomoro ya fekse: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Tshwaya ka "X"*

Kopo e lebitsong la ka Kopo e lebitsong la motho e mong.

|  |
| --- |
| **DINTLHA TSA BO MONG** |
| Mabitso ka botlalo: |  |
| Nomoro ya Boitsebiso: |  |
| Boemo boo kopo e etswang ka bona *(ha e le lebitsong la motho e mong):* |  |
| Aterese ya Poso: |  |
| Aterese ya bodulo: |  |
| Aterese ya imeile: |  |
| Dinomoro tsa mohala: |  Mohala wa kgwebo: |  | Fekse: |  |
| Selfounu: |  |
| Mabitso ka botlalo a motho eo kopo e leng lebitsong la hae *(haeba ho le jwalo):* |  |
| Nomoro ya Boitsebiso: |  |
| Aterese ya poso: |  |
| Aterese ya bodulo: |  |
| Aterese ya imeile: |  |
| Dinomoro tsa mohala: | Mohala wa kgwebo: |  | Fekse |  |
| Selfounu: |  |
| **DINTLHA TSE REKOTO E KOPTJWANG***Fana ka dintlha ka botlalo tsa rekoto eo ho koptjwang phumantsho ya yona, ho kenyeletsa le nomoro ya tshupiso haeba o e tseba, ho thusa hore rekoto e fumanehe.* (*Haeba sebaka se fanweng se sa lekana, o koptjwa ho tswella leqepheng le leng mme o le kenyeletse foromong.* Maqephe kaofela a *tlatsetso a lokela ho saenwa.)* |
| Tlhaloso ya rekoto kapa kapa karolo e amehang ya rekoto: |  |
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| Nomoro ya tshupiso, haeba e le teng: |  |
| Dintlha tse ding tsa rekoto |  |
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| **MOFUTA A REKOTO***(Tshwaya lebokose le lokelang ka "X")* |
| Rekoto e ka sebopeho se ngotseng kapa se tlantsweng |  |
| Rekoto e na le ditshwantsho *(sena se kenyeletsa ditshwantsho, di-slide, dikgatiso tsa vidiyo, ditshwantsho tse entsweng ka khompyuta, metako, jj.)* |  |
| Rekoto e na le mantswe kapa lesedi le hatisitsweng le ka hlahiswang ka modumo |  |
| Rekoto e tshwerwe ka khompyuta kapa ka sebopeho sa elektroniki, kapa se ka balwang ka motjhini |  |
| **SEBOPEHO SA PHUMANTSHO***(Tshwaya lebokose le lokelang ka "X")* |
| Khopi e tlantsweng ya rekoto *(ho kenyeletsa dikhopi leha e le dife tsa ditshwantsho, dikgatiso le lesedi le tshwerweng ka khompyuta kapa sebopeho sa elektroniki kapa se ka balwang ka motjhini)* |  |
| Kgatiso e ngotsweng kapa e tlantsweng ya ditshwantsho *(sena se kenyeletsa ditshwantsho, di-slide, dikgatiso tsa vidiyo, ditshwantsho tse entsweng ka khompyuta, metako, jj.)* |  |
| Kgatiso ya modumo *(tokomane e ngotseng kapa e tlantsweng)* |  |
| Khopi ya rekoto e ho flash drive *(ho kenyeletsa ditshwantsho le medumo)* |  |
| Khopi ya rekoto e disking *(ho kenyeletsa ditshwantsho le medumo)* |  |

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| **MOKGWA WA PHUMANTSHO***(Tshwaya lebokose le lokelang ka "X")* |
| Tlhahlobo ka seqo ya rekoto e atereseng e ngodisitsweng ya lekala la mmuso/poraefete *(ho kenyeletsa ho mamela mantswe a hatisitsweng, lesedi le ka hlahiswang ka modumo, kapa lesedi le tshwerweng ka khompyuta kapa ka sebopeho sa elektroniki kapa se ka balwang ka motjhini )* |  |
| Ditshebeletso tsa poso ho ya atereseng ya poso |  |
| Ditshebeletso tsa poso ho ya atereseng ya bodulo |  |
| Tshebeletso ya khoria ho ya atereseng ya bodulo |  |
| Fekse ya lesedi ka sebopeho sa mongolo kapa dikgatiso *(ho kenyeletsa dikgatiso)* |  |
| Imeile ya lesedi *(ho kenyeletsa medumo haeba ho kgoneha)* |  |
| Puo e batlwang:*(Lemoha hore haeba rekoto e le siyo ka puo eo o e batlang, phumantsho e ka dumelwa ka puo eo rekoto e fumanehang ka yona)* |  |

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| **DINTLHA TSA TOKELO E SEBEDISWANG KAPA E SIRELETSWANG***Haeba sebaka se fanweng se sa lekana, o koptjwa ho tswella leqepheng le leng mme o le kenyeletse foromong ena. Mokopi o lokela ho saena maqephe kaofela a tlatsetso.* |
| Supa hore ke tokelo efe e lokelang ho sebediswa kapa ho sireletswa: |  |
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| Hlalosa hobaneng ha rekoto e koptjwang e le bakeng sa tshebediso kapa tshireletso ya tokelo e boletsweng: |  |
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| **DITEFELLO** |
| 1. *Kopo ya phumantsho ya rekoto, ntle le rekoto e nang le lesedi la bo mong ka wena, e tla tswelliswa feela kamora ho lefa tefello ya kopo.*
2. *O tla tsebiswa ka tjhelete eo o lokelang ho e lefa e le tefello ya kopo.*
3. *Tjhelete e lefuwang bakeng sa phumantsho ya rekoto e itshetlehile hodima sebopeho seo e batlwang ka sona le nako e utlwahalang e batlehang bakeng sa ho e batla le ho e lokisa.*
4. *Haeba o tshwanelwa ke kotelo ya tefello leha e le efe, fana ka mabaka kotelo*
 |
| Lebaka: |  |
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O tla tsebiswa ka lengolo haeba kopo ya hao e amohetswe kapa e hanyeditswe. O koptjwa ho supa mokgwa oo o batlang tsebiso ka ona:

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| --- | --- | --- | --- |
| Aterese ya poso | Aterese ya poso  | Fekse | Imeili |
|  |  |  |  |

E saennwe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ka \_\_\_\_\_\_\_\_\_\_\_ letsatsi la \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20 \_\_\_\_\_\_\_\_\_

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*Tshaeno ya mokopi / motho eo ho etswang kopo lebitsong la hae*

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**KE TSHEBEDISO YA OFISI**

|  |  |
| --- | --- |
| Nomoro ya tshupiso: |  |
| Kopo e amohetswe ke:*(boemo ba pusong, lebitso le sefane sa mohlanka wa lesedi)* |  |
| Letsatsi la kamohelo: |  |
| Ditefello tsa phumantsho: |  |
| Dipositi (haeba e teng): |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Tshaeno ya mohlanka wa lesedi*

**FOROMO 4**

**HO KENYA BOIPILETSO BA KA HARE**

[Molawana 8]

Nomoro ya tshupiso: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| **DINTLHA TSA LEKALA LA MMUSO** |
| Lebitso la lekala la mmuso: |  |
| Lebitso le sefane tsa mohlanka wa lesedi: |  |
| **DINTLHA TSA MOIPILETSI YA KENYANG BOIPILETSO BA KA HARE** |
| Mabitso ka botlalo: |  |
| Nomoro ya boitsebiso: |  |
| Aterese ya poso: |  |
| Dinomoro tsa mohala: | Mohala wa kgwebo: |  | Fekse: |  |
| Selfounu: |  |
| Aterese ya imeile: |  |
| Na boipiletso ba ka hare bo kentswe lebitsong la motho e mong? | Eya |  | Tjhe |  |
| Ha karabo e le "eya", boemo boo boipiletso bo kenngwang lebitsong la motho e mong: *(Bopaki ba boemo boo boipiletso bo etswang ka bona, haeba bo le teng, bo lokela ho kenyeletswa.)* |  |
| **DINTLHA TSA MOTHO EO BOIPILETSO BO KENNGWANG LEBITSONG LA HAE *(haeba bo kentswe ke motho wa boraro)*** |
| Mabitso ka botlalo: |  |
| Nomoro ya boitsebiso: |  |
| Aterese ya poso: |  |
| Dinomoro tsa mohala: | Mohala wa kgwebo: |  | Fekse: |  |
| selfounu: |  |
| Aterese ya imeile: |  |
| **QETO KGAHLANONG LE BOIPILETSO BO KENTSWENG** *(tshwaya lebokose le lokelang ka "X")* |
| Kganyetso ya kopo ya phumantsho: |  |
| Qeto mabapi le ditefello tse laetseng ho ya ka karolo 22 ya Molao: |  |
| Qeto e mabapi le katoloso ya nako eo ka yona kopo e lokelang ho sebetsanwa le yona ho ya ka karolo 26(1) ya Molao: |  |
| Qeto ho ya ka karolo 29(3) ya Molao ya ho hanyetsa phumantsho ka sebopeho se kopuweng ke mokopi: |  |
| Qeto ya ho dumela kopo ya phumantsho: |  |
| **MABAKA A BOIPILETSO** *(Haeba sebaka se fannweng se sa lekana, o koptjwa ho tswella leqepheng le leng mme o le kenyeletse foromong ena. Maqephe kaofela a tlatsetso a lokela ho saenwa.)* |
| Teka mabaka a boipiletso ba ka hare: |  |
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| Teka lesedi leha e le lefe le leng le ka amanang le tshekatsheko ya boipiletso: |  |
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O tla tsebiswa ka lengolo qeto ya boipiletso ba hao ba ka hare. O koptjwa ho supa mokgwa oo o batlang tsebiso ka ona:

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| --- | --- | --- | --- |
| Aterese ya poso | Aterese ya bodulo | Fekse | Imeile |
|  |  |  |  |

E saennwe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ka \_\_\_\_\_\_\_\_\_\_\_ letsatsi la \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20 \_\_\_\_\_\_\_\_\_

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*Tshaeno ya moipiletsi/Mokga wa boraro*

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**KE TSHEBEDISO YA OFISI**

**REKOTO YA SEMMUSO YA BOIPILETSO BA KA HARE**

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| --- | --- |
| Boipiletso bo amohetswe ke:*(boemo ba pusong, lebitso le fane tsa mohlanka wa lesedi)* |  |
| Letsatsi la kamohelo: |  |
| Bopaki bo tsamayang le mabaka a qeto ya mohlanka a lesedi le, moo ho leng jwalo, dintlha tsa mokga leha e le ofe wa boraro oo rekoto e amanang le ona, bo fanweng ke mohlanka wa lesedi: | Yes |  |
| No |  |
| **SEPHETHO SA BOIPILETSO** |
| Kganyetso ya kopo ya phumantsho. E netefaditswe? | Eya |  | Qeto e ntjha *(haeba e sa netefatswa)* |  |
| Tjhe |  |
| Ditefello (Karolo 22).Di netefaditswe? | Eya |  | Qeto e ntjha *(haeba e sa netefatswa)* |  |
| Tjhe |  |
| Katoloso (Karolo 26(1)). E netefaditswe? | Eya |  | Qeto e ntjha *(haeba e sa netefatswa)* |  |
| Tjhe |  |
| Phumantsho (Karolo 29(3)). E netefaditswe? | Eya |  | Qeto e ntjha *(haeba e sa netefatswa)* |  |
| Tjhe |  |
| Kopo ya phumantsho e dumetswe. E netefaditswe? | Eya |  | Qeto e ntjha *(haeba e sa netefatswa)* |  |
| Tjhe |  |

E saennwe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ka \_\_\_\_\_\_\_\_\_\_\_ letsatsi la \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20 \_\_\_\_\_\_\_\_\_

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*Bolaodi bo amehang*

**FOROMO 5**

**HO KENNGWA HA TLETLEBO**

[Molawana 9]

*Temoso:*

*1. Foromo ena e raletswe ho thusa Mokopi (kamora mona o tla bitswa (“Motletlebi”) mabapi le ho kopa tjhebo botjha ya karabelo kapa ho se arabele ya lekala la mmuso kapa la poraefete kopong ya phumantsho ya direkoto tlasa Molao wa Kgothaletso ya Phumantsho ya Lesedi wa bo-2 wa 2000 (“PAIA”). O koptjwa ho tlatsa foromo ena mme o e romele ho Bolaodi ba Lesedi (“Bolaodi”) kapa o tlatse foromo ya tletlebo ka inthanete e teng ho* [*https://www.inforegulator.org.za*](https://www.inforegulator.org.za)*.*

*2. PAIA e neha setjhaba tokelo ya ho faela tletlebo le Bolaodi mabapi le mofuta leha e le ofe wa ditletlebo tse hlakisitsweng ho karolo E ya foromo ena ya tletlebo-*

*3. Ke leano la Bolaodi ho diehisa dipatlisiso kapa ho hanyetsa tletlebo haeba Motletlebi a sa qala ka ho neha lekala la mmuso kapa la poraefete (kamora mona le tla bitswa “Lekala”) monyetla wa ho arabela ho le ho leka ho rarolla qaka. Ho thusa Lekala ho tobana le dingongoreho tsa hao pele o leba ho Bolaodi, o lebeletswe ho tlatsa foromo e laetsweng ya PAIA le ho fana ka yona Lekaleng.*

*4. Khopi ya foromo en e tla fanwa Lekaleng eo e leng sehlooho sa hao sa tletlebo. Lesedi leo o fanang ka lona foromong ena, le kenyeleditsweng foromong ena kapa leo o tla fana ka lona hamorao, le tla sebediswa feela ho leka ho rarolla kgang ya hao, ntle leha ha ho boletswe ka tsela e fapaneng mona*

*5. Bolaodi bo tla amohela feela tletlebo ya hao hang ha o netefaditse hore o imatahanya le diphehelo tse ka tlase mona.*

*6. O koptjwa ho kenyeletsa ditokomane tse latelang, haeba o na le tsona:*

* *Khopi ya foromo e lebang mokgatlong o kopang phumantsho ya direkoto;*
* *Karabelo ya mokgatlo tletlebong ya hao kapa kopong ya phumantsho;*
* *Ngollano leha e le efe e nngwe pakeng tsa hao le mokgatlo mabapi le kopo ya hao;*
* *Khopi ya foromo ya boipiletso, haeba tletlebo ya hao e amana le lekala la mmuso;*
* *Karabelo ya mokgatlo tletlebong ya hao;*
* *Ngollano leha e le efe e nngwe pakeng tsa hao le mokgatlo mabapi le boipiletso ba hao;*
* *Ditokomane tse o dumellang ho ema boemong ba motho e mong (haeba di le teng);*
* *Taelo ya lekgotla kapa ditokomane tsa lekgotla tse amanang le tletlebo, haeba di le teng.*

*7. Haeba sebaka se fannweng Foromong ena se sa lekana, fana ka lesedi e le Tlatsetso ya Foromo ena le ho saena leqephe ka leng.*

**TO:** The Information Regulator

P.O Box 31533

Braamfontein,

2017

E-mail address: PAIAComplaints@inforegulator.org.za

Tel number: +27 (0) 10 023 5200

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| **DIPEHELO** |

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| Na o kentse kopo (foromo ya PAIA) ho fumantsha rekoto ya lekala la mmuso/poraefete? | Eya |  | Tjhe |  |
| Na matsatsi a 30 a se a fetile ho tloha mohla o neng o kenya foromo ya PAIA? | Eya |  | Tjhe |  |
| Na o sebedisitse ditsamaiso kaofela tsa boipiletso ba ka hare kgahlanong le Mohlanka wa lesedi wa lekala la mmuso? | Eya |  | Tjhe |  |
| Na o entse kopo Kgotla bakeng sa thuso e nepahetseng mabapi le taba ena? | Eya |  | Tjhe |  |

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| **E SEBEDISWA KE BOLAODI FEELA** |

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| --- | --- |
| E amohetswe ke: (Mabitso ka botlalo) |  |
| Boemo: |  |
| Tshaeno: |  |
| Tletlebo e amohetswe: | Eya |  | Tjhe |  |
| Nomoro ya tshupiso: |  |
| *Date stamp* |  |

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| **KAROLO A****DINTLHA TSA BO MONG TSA MOTLETLEBI** |
| Mabitso ka botlalo: |  |
| Nomoro ya boitsebiso: |  |
| Aterese ya poso: |  |
| Aterese ya bodulo: |  |
| Aterese ya imeile: |  |
| Dinomoro tsa mohala: | Mohala wa kgwebo: |  | Fekse |  |
| Selfounu |  |

*Ke dumela hore ke ngollwe atereseng ya imeile e ka hodimo mona kapa ka ya moemedi wa ka lebitsong la ka. Ke ananela hore thomello ya imeile ka Inthanete ha ho a bolokeha, hobane e ka sitiswa le kapa ya henahenwa le ho fapohiswa.*

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| **KAROLO B****LESEDI LA MOEMEDI***(Tlatsa feela haeba o tla emelwa. Matla a Leqwetha a lokela ho kenyeletswa haeba motletlebi e le moemedi Power of Attorney, ho seng jwalo tletlebo e tla hanyetswa)* |
| Mabitso ka botlalo a moemedi: |  |
| Mofuta wa boemedi: |  |
| Nomoro ya Boitsebiso/Nomoro ya boingodiso: |  |
| Aterese ya poso: |  |
| Aterese ya bodulo: |  |
| Aterese ya imeile: |  |
| Dinomoro tsa mohala : | Mohala wa kgwebo: |  | Fekse |  |
| Selfounu: |  |

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| **KAROLO C****MOKGATLO OO TLETLEBO E KENTSWENG KGAHLANONG LE ONA** |
| Mofuta wa lekala: | Poraefete |  | Mmuso |  |
| Lebitso la lekala la \*mmuso/poraefete: |  |
| Nomoro ya boingodiso (haeba e le teng): |  |
| Lebitso, sefane le boemo ba motho eo o neng o sebedisana le yena lekaleng la mmuso kapa la poraefete ho leka ho rarolla tletlebo ya hao kapa kopo ya phumantsho ya lesedi: |  |
| Aterese ya poso: |  |
| Aterese ya bodulo: |  |
| Aterese ya imeile: |  |
| Dinomoro tsa mohala: | Mohala wa kgwebo: |  | Fekse |  |
| Selfounu |  |
| Nomoro ya tshupiso e fanweng *(haeba e le teng):* |  |

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| **KAROLO D****TLETLEBO***Re jwetse ka mehato eo o e nkileng ho leka ho rarolla tletlebo ya hao (Ditletlebo di lokela hore di qale ho kennga ka kotloloho lekaleng la mmuso bakeng sa karabo le tharollo e ka bang teng; ho na le mekgelo e mmalwa)* |
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| Letsatsi leo kopo ya phumantsho ya direkoto e kentsweng ka lona: |  |
| Ka kopo hlakisa mofuta wa to/ditokelo tse sebediswang kapa tse sireletswang, haeba tletlebo e le kgahlanong le lekala la poraefete: |  |
| Na o kile wa leka ho rarolla taba ena le mokgatlo? | Eya |  | Tjhe |  |
| Haeba eya, o ile wa e thola neng? (O koptjwa ho kenyeletsa lengolo leo kopong ena.) |  |
| Na o kile a ipiletsa kgahlanong le qeto ya mohlanka wa lesedi wa lekala la mmuso? | Eya |  | Tjhe |  |
| Haeba eya, o kentse boipiletso neng? |  |
| Na o entse kopo Kgotla bakeng sa thuso e nepahetseng tabeng ena? | Eya |  | Tjhe |  |
| Haeba eya, o koptjwa ho bolela hore na taba e ile ya ahlolelwa neng ke Lekgotla? O koptjwa ho kenyeletsa Taelo ya Lekgotla, haeba e le teng. |  |

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| **KAROLO E****MOFUTA O TEBILENG WA PHUMANTSHO YA DIREKOTO***(O koptjwa ho kgetha e le nngwe kapa ho feta ya tse latelang ho hlalosa tletlebo ya hao ho Bolaodi)* |
| Boipiletso bo sa atlehang:(Karolo 77A(2)*(a)* kapa karolo 77A(3)*(a)* ya PAIA) | *Ke ipileditse kgahlanong le qeto ya lekala la mmuso mme boipiletso ha bo a atleha.* |  |
| Kopo e sa atlehang bakeng sa tumello:(Dikarolo 77A(2)*(b)* le 75(2) tsa PAIA) | *Ke kentse boipiletso kgahlanong le qeto ya lekala la mmuso morao ho nako mme ka etsa kopo ya tumello. Kopo ya tumello e ile ya qhelelwa ka thoko.* |  |
| Kganyetso ya kopo ya phumantsho:(Karolo 77A(2)*(c)*(i) kapa 77A *(d)*(i) kapa 77A(3)*(b)* ya PAIA)  | *Ke kopile phumantsho ya lesedi le tshwerweng ke lekala mme kopo eo e ile ya hanyetswa kapa e hanyeditswe ho se hokae.* |  |
| Lekala le batla hore ke lefe tjhelete mme ke bona e feta tekano:(Dikarolo 22 kap 54 tsa PAIA) | *Thendara kapa tefello ya tjhelete e laetsweng.* |  |
| *Thendara kapa tefo ya dipositi.* |  |
| *Thendara kapa tefo ya dipositi.* |  |
| Tefello ya dipositi:(Karolo 22(4) ya PAIA) | *Mohlanka wa lesedi o hanne ho mpuseletsa dipositi e lefuweng ya kopo ya phumantsho e hanyeditsweng.* |  |
| Ho se dumellane le katoloso ya nako:(Dikarolo 26 kapa 57 tsa PAIA) | *Lekala le entse qeto ya ho atolosa tekanyetso ya nako bakeng sa ho arabela kopong ya ka, mme ha ke dumellane le katoloso ya tekanyetso ya nako e kopuweng kapa katoloso ya nako e nkuweng ho arabela kopong ya ka ya phumantsho ha e a nepahala.* |  |
| Sebopeho sa phumantsho e latotsweng:(Dikarolo 29(3) kapa dikarolo 60*(a)* tsa PAIA) | *Ke kopile phumantsho ka tsela e itseng e utlwahalang mme sebopeho se jwalo sa phumantsho se ile sa latolwa.* |  |
| Se nkuwang e le kganyetso:(Karolo 27 kapa 58 ya PAIA) | *E se e le nako e fetang matsatsi a 30 esale ke entse kopo mme ha ke eso thole qeto. Ha ho karabo eo ke e thotseng le katoloso ha e yo.* |  |
| *Nako ya katoloso e fetile mme ha ho karabo.* |  |
| Pepeso e sa nepahalang ya rekoto:(Mabaka a tlamang bakeng sa phumantsho ya rekoto)  | *Direkoto tse nang le mabaka a kganyetso ya phumantsho ya direkoto di pepesitsw ka phoso kapa ka tsela e sa utlwahaleng.* |  |
| Ha ho mabaka a lekaneng bakeng sa kganyetso ya phumantsho:(Karolo 56(3)(a) ya PAIA) | *Kopo ya ka ya phumantsho e hanyeditswe, le lekala ha le a fana ka mabaka a utlwahalang le a lekaneng a kganyetso, ho kenyeletsa dipehelo tsa Molao on tse tshepetsweng ho tsona.* |  |
| Phumantsho e lakanyeditsweng ya rekoto:(Dikarolo 28(2) kapa 59(2) tsa PAIA) | *Lekala le dumetse ka phumantsho e lekanyeditsweng ya karolo ya direkoto tse kopuweng mme ke dumela hore le lokela ho di pepesa boholo ba tsona.* |  |
| Ho nyahlatsa ditefello: (Dikarolo 22(8) kapa 54(8)tsa PAIA) | *Ha ke a kotelwa bakeng sa ho lefa tjhelete leha e le efe empa lekala le hanne ho dumela kopo ya ka ya ho nyahlatsa ditefello.* |  |
| Direkoto tse sa fumaneheng kapa tse siyo: (Karolo 23 kapa 55 ya PAIA) | *Lekala le boletse hore tse ding kapa kaofela direkoto tse kopuweng ha di yo mme ke dumela hore direkoto tse ngata di ntse di le teng.* |  |
| Ho hloleha ho pepesa direkoto:  | *Lekala le entse qeto ya ho ntumella ka phumantsho ya direkoto tse kopuweng, empa ha ke so di thole.* |  |
| Ha ho bolaodi (ho sebedisa kapa tshireletso ya ditokelo leha e le dife):(Karolo 50(1)*(a)* ya PAIA) | *Lekala le boletse hore direkoto tse koptjang ha di a kenyeletswa ho PAIA mme ha ke dumele.* |  |
| Dikopo tse tenang kapa tse halefisang:(Karolo 45 ya PAIA) | *Lekala le boletse hore kopo ya ka ruri e a tena le ho halefisa mme ha ke dumele.* |  |
| Phumantsho ya lesedi la bo mong:(Karolo 23 ya POPIA) | *Kopo ya ka mokgeng o ikarabellang ya ho netefatsa haeba mokga o ikarabellang o tshwere lesedi la ka la bo mong kapa tjhe e hanyeditswe.* |  |
| *Kopo ya ka ya phumantsho ya rekoto kapa tlhaloso ya lesedi la ka la bo mong le tshwerweng ke mokga o ikarabellang, ho kenyeletsa le lesedi la boitsebiso ba mekga kaofela ya boraro, kapa mekgahlelo ya mekga ya boraro, e nang kapa e bileng, le phumantsho ya lesedi la ka la bo mong to e hanyeditswe.* |  |
| Tse ding:*(Hlalosa):* |  |

|  |
| --- |
| **KAROLO F****SEPHETHO SE LEBELETSWENG**O nahana hore Bolaodi bo ka o thusa jwang? Hlalosa sephetho seo o se batlang.  |
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| --- |
| **KAROLO G****DITUMELLANO** |

***Motheo wa semolao bakeng sa ditumellano tse latelang o hlalositswe ho Tsebiso ya Sephiri mabapi le mokga wa ho kenya tokomane ya tletlebo.******Hore Bolaodi bo tswellise tletlebo ya hao, o lokela ho lekola lebokose ka leng la tekolo ka tlase mona ho bontsha tumellano ya hao:***

 *Ke dumela hore Bolaodi bo ka sebedisa lesedi le fanweng tletlebong ya ka ho bothusa mabapi le ho fuputsa ditaba tse amanang le kgothaletso ya tokelo ya phumantsho ya lesedi hammoho le tshireletso ya tokelo ya sephiri Afrika Borwa. Ke utlwisisa hore Bolaodi bo keke ba kenyeletsa lesedi la ka la bomong kapa lesedi le leng le ka ntlhwayang tlalehong ya phatlalatsa leha e le efe, le hore lesedi la ka la bo mong le ntse le sireleditswe ke Molao a Tshireletso ya Lesedi la Bo Mong, 2013. Ke utlwisisa hore haeba ke sa dumele, Bolaodi bo tla nne bo tswellise tletlebo ya ka.*

 *Lesedi le teng Foromong ena ya tletlebo ke nnete ho ya ka tsebo le tumelo ya ka.*

* Ke dumella Bolaodi ho bokella lesedi la tletlebo ya ka (le kang lesedi ka nna foromong ena ya tletlebo) le ho le sebedisa ho tswellisa tletlebo ya ka ya ditokelo tsa botho tse amanang le tokelo ya phuamantsho ya lesedi le/kapa tshireletso ya tokelo ya sephiri.*

 *Ke dumella mang le mang (ya kang mohiri, mofani wa ditshebeletso, paki) ya nang le lesedi le hlokehang bakeng sa ho tswellisa tletlebo ya ka a le arolelane le Bolaodi. Bolaodi bo fumana lesedi lena ka ho bula le dipaki kapa ka ho batla direkoto tse ngotsweng. Ho itshetlehilwe hodima mofuta wa tletlebo, direkoto tsena di ka kenyeletsa difaele tsa basebeletsi kapa lesedi la mohiri, direkoto tsa bongaka kapa tsa sepetlele, le lesedi la ditjhelete kapa la molefi wa lekgetho.*

*Haeba lesedi leha e le lefe la boiteanyo le ka fetoha nakong ya motjha wa tletlebo, ke boikarabelo ba ka ho tsebisa Bolaodi; ho seng jwalo tletlebo ya ka e ka dieha kapa ya ba ya kwalwa.*

E sannwe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ka \_\_\_\_\_\_\_\_\_\_\_ letsatsi la \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20 \_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Motletlebi*

**TLATSETSO B**

**Ditefello tse batlehang**

| **THEPA** | **TLHALOSO** | **TJHELETE** |
| --- | --- | --- |
| 1. | Khopi ya leqephe ka leng la A4 | R3.90 leqephe. |
| 2. | Fotokhopi ya leqephe la A4  | R3.90 leqephe kapa karolo ya teng. |
| 3. | Khopi e tlantsweng ya leqephe la A4 | R4.80 leqephe kapa karolo ya teng. |
| 4. | Bakeng sa khopi e ka balwang khompyuteng ka:1. Flash drive
2. Diski
 | 1. R0
2. R56. 00
 |
| 5. | Bakeng sa kgatiso ya ditshwantsho ya leqephe la A4  | Tshebeletso ena e tla fanwa ho tswa ka ntle. E tla itshetlaha hodima Mofani wa Ditshebeletso. |
| 6. | Khopi ya ditshwantsho |
| 7. | Kgatiso ya rekoto ya e mamelwang, leqephe ka leng la A4  |
| 8. | Khopi ya rekoto e mamelwang | R56.00 |
| 9. | Dipositi: haeba ho batla ho feta dihora tse 6 | Nngwe tharong ya tjhelete ya kopo o e sebetswang ho ya ka thepa 2 ho isa ho 8. |
| 10. | Poso/khoria | Ditjeo tseo e leng tsona. |

**TEMOSO**: Ditefello tse ka hodimo mona ha di kenyeletse VAT mme Bolaodi bo na le tokelo e ikgethang ya ho lefisa VAT, kamoso haeba bo tla Ngodiswa e le Morekisi, ho ya ka Molao wa Lekgetho le Ekeditsweng Boleng, 1991 (Molao No. 89 wa 1991).

**SEBOPEHO KA BOTLALO SA BOLAODI BA LESEDI**

**Mohlanka wa Phethahatso: Molao wa Tshireletso ya Lesedi la Bo Mong (POPIA)**

**Mohlanka e Moholo wa Ditjhelete**

**(CFO)**

**Motsamaisi e Moholo: Hlooho ya Diofisi tsa Diprovense**

**(x 9)**

**MOHLANKA E MOHOLO WA PHETHAHATSO**

**Audit and Risk Committee**

**BOLAODI BA LESEDI**

**(MODULASETULO LE DITHO)**

**Motsamaisi e Moholo:**

**Tshehetso ya Lewa le Taolo**

**Chief Audit Executive (CAE)**

**Mohlanka wa Phethahatso: Ditshebeletso tsa Kgwebo**

**Mohlanka wa Phethahatso: Thuto le Dikgokahanyo**

**Ofisiri e ka Sehloohong ea Molao**

**Mohlanka wa Phethahatso:**

**Molao wa Kgothaletso ya Phumantsho ya Lesedi (PAIA)**

**CHIEF EXECUTIVE OFFICER**

**Sepheo:** Ho fana ka boetapele bo hlwahlwa le bo kgabane botsamaising ba letsatsi ka leng ba Bolaodi ba Lesedi

**Mesebetsi:**

1. Ho etsa maikarabelo jwaloka hlooho ya Botsamaisi
2. Ho etsa maikarabelo a Mohlanka wa Ditjhelete wa dikarolo 36- 44 tsa PFMA
3. Ho etsa mesebetsi e batlehang ho ya ka dipehelo tsa POPIA
4. Ho etsa mesebetsi e batlehang ho ya ka dipehelo tsa PAIA
5. Phethahatso ya Diqeto tsa Bolaodi le bakeng sa merero e ikarabellang ho Bolaodi jwaloka ha ho batleha.
6. Ho etsa mosebetsi leha e le ofe o ka fanwawng ke Bolaodi ho ya ka Tjhata ya mesebetsi le maikarabelo.

**UNIT: INTERNAL AUDIT**

**Purpose:** To provide internal and forensic auditing services

**Functions:**

1. The conducting of financial and operational audits
2. The conducting legal compliance audits
3. The reporting of audit results

**UNIT: PROVINCIAL COORDINATION**

**(X 9 OFFICES)**

**Purpose:** To promote compliance to POPIA and PAIA and handle complaints in the Provinces

**Functions:**

1. The managing of the conducting of investigation of complaints in terms of the provisions of POPIA in the provinces
2. The managing of the conducting of investigation of complaints in terms of the provisions of PAIA in the provinces

**BOLAODI BA LESEDI**

**(MODULASETULO LE DITHO)**

**KOMITI YA TLHATHLOBO LE DIKOTSI**

**LEFAPHA: DITSHEBELETSO TSA KGWEBO**

**Sepheo:** Ho netefatsa phano ya ditshebeletso tsa kgwebo le tshehetso ya tsamaiso

**Mesebetsi:**

1. Ho netefatsa tsamaiso ya phano ya Bolaodi ba Khiro ya Batho le Ditshebeletso tsa Ntshetsopele
2. Ho netefatsa tsamaiso ya phano ya tshehetso ya ditshebeletso tsa tsamaiso
3. Ensuring the managing of the provision of the information technology services
4. Ensuring the managing of the provision of support in utilization of information and information technology
5. Ensuring the provision of public education and awareness

**LEFAPHA: DITJHELETE**

**Sepheo:** Ho thusa Mohlanka wa Ditjhelete ho etsa mesebetsi ya bolaodi ba ditjhelete e laetsweng ho ya ka Molao wa Bolaodi ba Ditjhelete tsa Setjhaba le Melawana ya Lefapha la Matlotlo

**Mesebetsi:**

1. Ho tsamaisa mesebetsi ya bolaodi ba Ditjhelete

2. Bolaodi ba mesebetsi ya Tshebediso ya Ditjhelete

3. Bolaodi ba mesebetsi Lethathama la Phepelo

**CHAIRPERSON AND MEMBERS**

**DIVISION: PROMOTION OF ACCESS TO INFORMATION ACT (PAIA)**

**Purpose:** To ensure the effective implementation of the promotion of the constitutional right of access to any information held by the state and by any other person and that is required for the exercise of any rights

**Functions:**

1. The providing of policy and strategic direction on complaints management to provincial offices
2. Ensuring the managing of complaints and the conducting of investigation of complaints including those that are initiated by the Regulator in terms of the provisions of PAIA
3. Ensuring the managing of conducting of monitoring of compliance with and enforcement of the provisions of the Act by public and private bodies on instruction by the Regulator

**CHIEF EXECUTIVE OFFICER**

**DIVISION: PROTECTION OF PERSONAL INFORMATION ACT (POPIA)**

**Purpose:** To ensure the promotion of the protection of personal information processed by public and private bodies

**Functions:**

1. The providing of policy and strategic direction on management of complaints and investigations
2. Ensuring the managing of complaints and the conducting of investigation of complaints in terms of the provisions of POPIA.
3. The managing of Investigation of complaints that are initiated by the Regulator
4. The managing of the Investigation of breaches on the instruction of the Regulator
5. The managing of the conducting of monitoring of compliance with and enforcement of the provisions of the Act
6. The managing of the development of

and compliance with codes of conduct

**DIVISION: EDUCATION AND COMMUNICATION**

**Purpose:** To provide strategic direction for education and communication and to coordinate the POPIA and PAIA functions in the provinces

**Functions:**

1. Ensuring the provision of education, awareness and stakeholder management services
2. Ensuring the provision of communication and branding services
3. Ensuring the provision of public liaison services
4. Ensuring the provision of media relations, monitoring and analysis services

**DIVISION: LEGAL SERVICES, POLICY ADVICE, RESEARCH AND INFORMATION TECHNOLOGY ANALYSIS**

**Purpose:** To ensure the rendering of legal services, policy advice, research and information technology analysis services

**Functions:**

1. Ensuring the managing of the provision of legal services
2. Ensuring the managing of the provision of policy services
3. Ensuring the managing of the provision of research services
4. Ensuring the managing of the provision of strategic analysis and guidance on complex, varied and sensitive technological issues relevant to the mandate of the Information Regulator (Regulator)

**1x Executive Officer and 1 x PA**

**UNIT: INFORMATION TECHNOLOGY ANALYSIS**

**Purpose:** To manage the provision of research and guidance on complex, varied and sensitive technological issues relevant to the mandate of the Information Regulator

**Functions:**

1. The managing of research on technological trends and developments in electronic platforms and digital media
2. The managing of research to assess the impact of technology on protection of personal information in the digital world
3. The managing of research undertaken to monitor developments in information processing and computer technology
4. Providing the Regulator with advice relating to technological matters

**SUBDIVISION: POLICY, RESEARCH AND INFORMATION TECHNOLOGY ANALYSIS**

**Purpose:** To provide direction in the management of provision of policy and research services, and guidance on complex, varied and sensitive technological issues relevant to the mandate of the Regulator

**Functions:**

1. The overseeing of the managing of the development of policy positions on processing of personal information and the conducting of applied research
2. The overseeing of the managing of the provision of research and guidance on complex, varied and sensitive technological issues relevant to the mandate of the Information Regulator

**SUBDIVISION: LEGAL SERVICES**

**Purpose:** To provide direction in the management of the provision of legal services

**Functions:**

1. The overseeing of the provision of legal advice to the Regulator
2. The overseeing of the providing of the legal representation of the Regulator in litigation matters before courts and negotiations.

**DIVISION: LEGAL, POLICY, RESEARCH AND INFORMATION TECHNOLOGY ANALYSIS**

**UNIT: LEGAL SERVICES AND LITIGATION**

**Purpose:** To provide legal advice and represent the Regulator in litigation matters before courts and negotiations

**Functions:**

1. The managing of the provision of legal advice to the Regulator
2. The drafting and negotiation of contracts and management
3. The drafting of legal opinions
4. The conducting of case investigation
5. The conducting of pre-litigation settlement discussions
6. The preparing for trial and appearing in court and other fora
7. The engaging in dispute resolution
8. The conducting of appeals
9. The conducting of disciplinary hearings

**UNIT: POLICY AND RESEARCH**

**Purpose:** To manage the development of policy and the conducting of applied research

**Functions:**

1. The managing of the undertaking of research on the desirability of acceptance of international instruments relating to the protection of personal information
2. The managing of research on any other matter including necessary legislative amendments relating to the protection of personal information that should be drawn to Parliament’s attention.
3. The managing of research to identify gaps in PAIA or any other laws and make recommendations to reform or amend PAIA or any other laws;
4. The managing of research to obtain advice from, consult with, and consider proposals or recommendations from parties in connection with the Regulator’s functions;
5. The managing of research to enquire into any matter including legislation, common law, practice and procedure related to PAIA.
6. The managing of the examination of proposed legislation and subordinate legislation or government policy that makes provision for the collection and disclosure of personal information and report the result of that examination to the Minister of Justice and Correctional
7. The managing f the developing of policy guidelines for public and private bodies
8. The managing of the reporting to Parliament on any policy matter affecting the protection of personal information including the need for legislative, administrative or other action necessary to protect the personal information of a data subject

**DIVISION: EDUCATION AND COMMUNICATION**

**Purpose:** To provide strategic direction for the coordination and communication of the POPIA and PAIA functions in the provinces

**Functions**

1. Ensuring the provision of education, awareness and stakeholder management services
2. Ensuring the provision of communication and branding services
3. Ensuring the provision of public liaison services
4. Ensuring the provision of media relations, monitoring and analysis services

**SUB-DIVISION: COMMUNICATION AND MEDIA RELATIONS**

**Purpose:** To provide communication, media relations, public liaison and branding services

**Functions:**

1. The overseeing of the development and implementation of the communication and branding strategy and Plan
2. The managing of the communication and branding strategy and plan
3. The managing of the public liaison (marketing)
4. The managing of media relations, monitoring and analysis services

**SUBDIVISION: EDUCATION, AWARENESS AND STAKEHOLDER MANAGEMENT**

**Purpose:** To develop education, public awareness and stakeholder management programmes

**Functions:**

1. The managing of the development and implementation of educational and public awareness programmes
2. The managing of the development and training programmes
3. The managing of the development of stakeholder management programmes

**CHIEF EXECUTIVE OFFICER**

**UNIT: MEDIA RELATIONS**

**UNIT: COMMUNICATION**

**UNIT: EDUCATION AND AWARENESS**

**UNIT: STAKEHOLDER MANAGEMENT**

**1x Executive Officer and 1 x PA**

**SUBDIVISION: MONITORING AND COMPLIANCE**

**Purpose**: To provide direction in relation to the monitoring and enforcement of compliance

**Functions:**

1. The overseeing of the managing of the conducting of assessment in respect of the processing of personal information by public and private bodies
2. The overseeing of the managing of the monitoring of the use of unique identifiers of data subjects

1

**SUBDIVISION: COMPLAINTS AND INVESTIGATIONS**

**Purpose:** To provide direction in the management of complaints and investigations including the investigation of breaches

**Functions:**

1. The overseeing of the managing of the receipt of complaints that must be dealt with by Head Office and the conducting of investigation about alleged violation of personal information
2. The overseeing of the managing of attempts to resolve complaints by means of dispute resolution mechanisms

 **DIVISION: PROTECTION OF PERSONAL INFORMATION ACT (POPIA)**

**UNIT: MONITORING AND COMPLIANCE**

**Purpose:** To manage monitoring and enforcement of compliance by public and private bodies

**Functions:**

1. The managing of the conducting of assessments of the processing of personal information by public and private bodies
2. The managing of the monitoring of the use of unique identifiers of data subjects
3. The managing of the maintaining of publishing and making available prescribed registers
4. The managing of the examining of proposed legislation that makes provision for the collection or disclosure of personal information
5. The managing of reporting of the results of such examination to Parliament
6. The managing of consultations with interested parties on any matter affecting personal information of a data subject
7. The managing of co-operating nationally and internationally on issues relating to the protection of personal information
8. The managing of mediation between opposing parties with interests of protection of personal information of a data subject
9. The managing of issues relating to Codes of Conduct
10. The managing of facilitating of cross border co-operation
11. The managing of developing and updating of the existing Guide and making it available
12. The managing of publication of the manual

**UNIT: COMPLAINTS AND INVESTIGATIONS**

**Purpose:** To manage the investigation of complaints

**Functions**

1. The managing of the receiving and investigating of complaints about alleged violations of the protection of personal information of data subjects
2. The managing of the providing of assistance with submission of complaints in writing
3. The managing of the referring of complaints to other bodies
4. The managing of the conducting of pre-investigations
5. The managing of the resolving of complaints by means of dispute resolution mechanisms
6. The managing of conducting of investigations proceedings
7. The managing of referral of reports of the investigations to the Members for a decision
8. The managing of objections to search and seizure
9. The managing of the referral of complaints or other matters to the Enforcement Committee
10. The managing of the serving of notices
11. The managing of the administrative procedures related to Enforcement Notices
12. The managing of the receiving of notifications of security compromises

**1x Executive and 1 x PA**

**SUBDIVISION: MONITORING AND COMPLIANCE (PAIA)**

**Purpose:** To provide direction in monitoring of compliance with provisions of PAIA by private and public bodies

**Functions:**

1. The overseeing of the monitoring of the compliance with the provisions of the Act
2. The overseeing of the managing of the provision of recommendations by public bodies on changes in the administering of the Act

**SUBDIVISION: COMPLAINTS AND INVESTIGATIONS (PAIA)**

**Purpose:** To provide direction in the management of complaints and investigations

**Functions:**

1. The overseeing of the managing of complaints and investigations that must be dealt with by Head Office
2. The overseeing of the managing of the investigation processes and resolution of disputes

**CHIEF EXECUTIVE OFFICER**

**UNIT: MONITORING AND COMPLIANCE (PAIA)**

**Purpose:** To manage the monitoring of compliance by public and private bodies with the provisions of the PAIA

**Functions:**

1. The managing of the obtaining of Annual Reports of public and private bodies submitted to the SA Human Rights Commission
2. The managing of the obtaining of the number, nature and outcome of complaints dealt with by the Public Protector South Africa
3. The making of general enquiries on any matter, legislation, common law and any practice and procedure concerning objects of PAIA
4. The managing of the obtaining from heads of private bodies information about requests for access to records of that body
5. The requiring of an official of a public body to afford the Regulator reasonable assistance for effective performance of its functions
6. The managing of the updating of the existing guide

**UNIT: COMPLAINTS AND INVESTIGATIONS**

**Purpose:** To manage investigation of complaints

**Functions:**

1. The managing of the receiving and investigating of complaints about alleged violations of the access to information
2. The managing of the providing of assistance with submission of complaints in writing
3. The managing of the conducting of pre-investigation proceedings
4. The managing of the resolving of complaints by means of dispute resolution mechanisms
5. The managing of conducting of investigation
6. The managing of referral of reports of the investigation to the Members for a decision
7. The managing of objections to search and seizure
8. The managing of the referral of complaints or other matters to the Enforcement Committee
9. The managing of the serving of Notices
10. The managing of the administrative procedures related to enforcement notices
11. The managing of the updating of the existing Guide
12. The managing of the making available and allocation of the Manual

**DIVISION: PROMOTION OF ACCESS TO INFORMATION ACT (PAIA)**

**CHIEF EXECUTIVE OFFICER**

**UNIT: SUPPLY CHAIN MANAGEMENT**

**Purpose:** To render supply chain management services

**Functions:**

1. The Managing of Acquisition and Demand services
2. The Managing of Logistics
3. The Managing of Disposal
4. The Managing of Assets
5. The Managing of supply chain performance and contracts

**UNIT: MANAGEMENT AND FINANCIAL ACCOUNTING**

**Purpose:** To render vide management accounting services

**Functions:**

1. The managing of budget planning
2. The managing of budget control
3. The managing of transaction processing
4. The managing of related financial accounts and suspense control accounts
5. The preparing of quarterly and annual financial statements

**DIVISION: FINANCE**

**Purpose:** To provide direction in the management of financial resources within the Regulator.

**Functions:**

1. The managing of Management Accounting services
2. The managing of Financial Accounting services
3. The managing of Supply Chain Management services

**UNIT: SUPPLY CHAIN AND ASSETS MANAGEMENT**

**Purpose:** To manage supply chain activities

**Functions:**

1. The Managing of Acquisition and Demand services
2. The Managing of Logistics
3. The Managing of Disposal
4. The Managing of Assets
5. The Managing of supply chain performance and contracts

**SUB-UNIT: ASSET AND DISPOSAL**

**Purpose:** To manage assets and Disposal

**Functions:**

1. The maintaining of the assets register
2. The implementation of asset control utilisation systems
3. The verification of asset purchases

**SUB-UNIT: Demand and Acquisition Management**

**Purpose:** To manage demand and acquisition in accordance with PFMA

**Functions:**

1. The implementing of preferential procurement and strategy
2. The administering of the bids process
3. The determining of needs
4. The maintaining of the service providers’ database
5. The rendering of secretarial service to Bid Committees (Evaluation, Specification and adjudication

**SUB-UNIT: LOGISTICS AND CONTRACT MANAGEMENT**

**Purpose: To manage logistics and contracts in accordance with prescripts**

**Functions:**

1. The administration of utilisation of vehicles
2. The administration of travelling on official trips
3. The administration of stores
4. The administration of contracts with service providers

**CHIEF FINANCIAL OFFICER**

**UNIT: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT**

**Purpose**: To manage the rendering of Human Resources management services and development

**Functions:**

1. The developing and implementing of a Human Resources strategy and plan
2. The rendering of efficient human resource administration services
3. The management of sound employee relations, health, wellness and safety
4. The promotion of optimal human resource development

**CHIEF EXECUTIVE OFFICER**

**DIVISION: CORPORATE SERVICES**

**Purpose:** To ensure the provision of corporate services and administrative support

**Functions:**

1. Ensuring the managing of the provision of Human Resources Management and Development Services

2. Ensuring the managing of the provision of administrative support services

3. Ensuring the managing of the provision of the information technology services

4. Ensuring the managing of the provision of support in utilization of information and information technology

**SUBDIVISION: INFORMATION AND COMMUNICATION**

**TECHNOLOGY**

**Purpose:** To manage the provision of information and communication technology services

**Functions:**

1. The managing of the information and communication technology infrastructure of the organisation.
2. The developing and implementing of the Information and Communication Technology Strategies and plans in accordance with the DPSA’s CGICT and COBIT frameworks
3. The managing of the development of policies, procedures, standards and systems for information technology, information and knowledge management
4. Developing and implementing information risk management, security and support protocols
5. The managing of contracts and agreements with suppliers of information management and technology goods and services

**UNIT: ADMINISTRATIVE SUPPORT SERVICES**

**Purpose:** To manage the rendering of administrative support services

**Functions:**

1. Rendering of facilities and office accommodation services
2. Rendering of transport services
3. Rendering of telephone services
4. Rendering of messenger services
5. Administering of Registry and archive services
6. Rendering of cleaning, food and refreshment services

**DIVISION: CORPORATE SERVICES**

**SUB-UNIT: HUMAN RESOURCE ADMINISTRATION, UTILISATION AND HEALTH AND WELLNESS**

**Purpose:** To render efficient human resource administration and utilization services

**Functions**

1. The performance of recruitment, selection, appointment and other life cycle events of employees
2. The rendering of compensation and the conditions of service
3. The provision of human resource service records
4. The providing of the quality of work life processes
5. The managing of the implementation of occupational health and safety programmes

**SUB-UNIT**: **HUMAN RESOURCE STRATEGY, PLANNING, ORGANISATIONAL DEVELOPMENT AND DESIGN**

**Purpose: To develop human resource strategies, plans and organizational design and development services**

**Functions**

1. The development of human resource strategies
2. The provision of human resources information and knowledge resources services
3. The monitoring and evaluating of the HR strategies
4. The managing and allocation of posts
5. The provision of organisational development and design and job evaluation services

**SUB-UNIT: STAFF TRAINING DEVELOPMENT AND PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM**

**Purpose**: To manage the training and development of employees

**Functions**:

1. The development of training and development policies and programmes
2. The conducting of skills audits
3. The coordination and facilitation of training and development programmes
4. The implementation and monitoring of organizational HRD strategy
5. The development and management of departmental training database
6. The administration of bursaries and study assistance
7. The implementation of Skills Development Legislation
8. The implementation of Learnership and Internship programmes
9. The implementation of a performance management system

**SUB-UNIT: EMPLOYEE RELATIONS,**

**Purpose:** To provide sound employee relations, health and wellness and occupational health and safety

**Functions:**

1. The providing of labour relations services
2. The providing of collective bargaining process services

**UNIT: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT**

**Purpose**: To manage the rendering of Human Resources management services and development

**Functions:**

1. The developing and implementing of a Human Resources strategy and plan
2. The rendering of efficient human resource administration services
3. The management of sound employee relations, health, wellness and safety
4. The promotion of optimal human resource development

**SUB-UNIT: SECTOR TRAINING**

 **Purpose**: To manage the training and development of public education and training officers

**Functions**

1. The development of the training programmes
2. The implementation of public education and training programmes
3. The coordination and facilitation of training and development of programmes
4. The monitoring of the effectiveness of training and reporting

**DIVISION: CORPORATE SERVICES**

**UNIT: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT**

**SECTION: HUMAN RESOURCE PLANNING AND MONITORING AND EVALUATION**

**Purpose:** To render human resource policy and planning as well as monitoring and evaluation

**Functions:**

1. The assessment of human resource demand, supply and financial constraints
2. The development of an HR plan
3. The development, implementation and maintenance of a monitoring and evaluation system
4. The monitoring and evaluation of service delivery performance
5. The analysis and monitoring of strategic information
6. The monitoring of the implementation of organisational HR strategies and policies (EE, Remuneration, Recruitment

**SUB-UNIT: HUMAN RESOURCE STRATEGY, PLANNING, ORGANISATIONAL DEVELOPMENT AND DESIGN**

**SUB-UNIT: HUMAN RESOURCE ADMINISTRATION AND UTILISATION**

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**SECTION: OCCUPATIONAL HEALTH, SAFETY AND EMPLOYEE HEALTH AND WELLNESS**

**Purpose:** To manage personnel records

**Functions:**

1. The administration of compensation for injury on duty
2. The design, implementation and monitoring of employee assistance and wellness programmes.
3. The promotion of good health and safety within the organization
4. The design and implementation of programmes to address environment risks
5. The managing of occupational hygiene within the Regulator
6. The overseeing of health and productivity in the Regulator

**SECTION: RECRUITMENT, SERVICE CONDITIONS AND REMUNERATION**

**Purpose:** To provide human resource staffing, conditions of service and remuneration services

**Functions**

* + - 1. The recruitment of human resources
			2. The selection of human resources
			3. The appointment of selected staff
			4. The provision of employee cycle management
			5. The capturing and processing of employee benefits
			6. The administration of remuneration matters
			7. The management of the HR registry

**DIVISION: CORPORATE SERVICES**

**UNIT: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT**

**SUB-UNIT: EMPLOYEE RELATIONS**

**Purpose:** To provide sound employee relations, health and wellness and occupational health and safety

**Functions:**

1. The providing of labour relations services
2. The providing of collective bargaining process services

**SECTION: LABOUR RELATIONS**

**Purpose**: To manage labour relations matters

**Functions**:

1. The development and implementation of labour relations policies, codes and practices.
2. The handling of grievances, disputes and disciplinary matters
3. The provision of labour relations support to the organisation on labour relations issues
4. The facilitation of capacity building programmes in the labour relations field

**SECTION: COLLECTIVE BARGAINING**

**Purpose**: To manage collective bargaining

**Functions**:

1. The negotiating and management of agreements in the Bargaining Chamber
2. The communicating of resolutions and decisions to employees
3. The coordinating of the employee caucus processes

**UNIT: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT**

**DIVISION: CORPORATE SERVICES**

**SUB-UNIT: STAFF TRAINING DEVELOPMENT AND PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM**

**Purpose**: To manage the training and development of employees

**Functions**:

1. The development of training and development policies and programmes
2. The conducting of skills audits
3. The coordination and facilitation of training and development programmes
4. The implementation and monitoring of organizational HRD strategy
5. The development and management of departmental training database
6. The administration of bursaries and study assistance
7. The implementation of Skills Development Legislation
8. The implementation of Learnership and Internship programmes
9. The implementation of a performance management system

**SECTION: STAFF TRAINING AND DEVELOPMENT**

**Purpose**: To manage the training and development of employees

**Functions**:

1. The development of training and development policies and programmes
2. The conducting of skills audits
3. The coordination and facilitation of training and development programmes
4. The implementation and monitoring of organizational HRD strategy
5. The development and management of departmental training database
6. The administration of bursaries and study assistance
7. The implementation of Skills Development Legislation
8. The implementation of Learnership and Internship programmes
9. The implementation of a performance management system

**SECTION: PERFORMANCE MANAGEMENT**

**Purpose**: To manage and implement a performance management system

**Functions**:

1. The development and monitoring of a performance management framework
2. The administration of performance rewards and expenditure
3. The coordination of probationary reports
4. The maintenance of a performance management database
5. The provision of technical advice and assistance on performance management issues

**SUB-UNIT: SECTOR TRAINING**

**Purpose**: To manage the training and development of public education and training officers

**Functions**

1. The development of the training programmes
2. The implementation of public education and training programmes
3. The coordination and facilitation of training and development of programmes
4. The monitoring of the effectiveness of training and reporting

**UNIT: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT**

**DIVISION: CORPORATE SERVICES**

**DIVISION: CORPORATE SERVICES**

**UNIT: ADMINISTRATIVE SUPPORT**

**Purpose:** To manage the rendering of administrative support services

**Functions:**

1. Rendering of facilities and office accommodation services
2. Rendering of telephone services
3. Rendering of messenger services
4. Administering of Registry and archive services
5. Rendering of cleaning, food and refreshment services

**UNIT: ICT INFRASTRUCTURE, INFORMATION AND KNOWLEDGE MANAGEMENT**

**Purpose:** To manage the provision of ICT Governance services

**Functions:**

* + - 1. Ensuring the rendering of ICT infrastructure and maintenance services
			2. Ensuring the rendering of ICT architecture and project management services
			3. Ensuring the management of the ICT contracts and agreements with suppliers
			4. Ensuring the rendering of risk management, security and support protocols
			5. Ensuring the rendering information and knowledge management services

**DIVISION: CORPORATE SERVICES**

**SUBDIVISION: INFORMATION A ND COMMUNICATION TECHNOLOGY**

**Purpose:** To manage the provision of information and communication technology (ICT) services

**Functions:**

1. The managing of the developing of the ICT Policy, Strategy and Guidelines in line with King IV, DPSA’s CGICT and COBIT
2. information and communication technology infrastructure of the Regulator
3. The managing of the developing of policies, procedures, standards and systems for information technology, information and knowledge management
4. Developing and implementing information risk management, security and support protocols
5. The managing of contracts and agreements with suppliers of information management and technology goods and services

**SUBUNIT: POPIA AND PAIA COORDINATION**

**Purpose:** To promote compliance to POPIA and PAIA and handle complaints

Functions:

1. The managing of the conducting of investigation of complaints in terms of the provisions of POPIA in the provinces
2. The managing of the conducting of investigation of complaints in terms of the provisions of PAIA in the provinces

**SUBUNIT: OFFICE ADMINISTRATION AND SUPPORT**

**Purpose: To provide office support services to the Provincial Office**

**Functions:**

1. The rendering of general administration support services
2. The performing of financial administration tasks
3. The performing of supply chain management related tasks
4. The performing of Human Resource management tasks
5. The rendering of secretarial, registry and messenger services

**CHAIRPERSON AND MEMBERS**

**CHIEF EXECUTIVE OFFICER**

**UNIT: PROVINCIAL COORDINATION (X9 PROVINCES)**

**Purpose:** To provide direction in the administration of the provincial offices and the performance of functions to promote compliance with the provisions of the POPIA and PAIA) in the provinces

**Functions:**

1. The performing of Head of administration functions in the provinces
2. The overseeing of managing of the conducting of investigation of complaints in terms of the provisions of POPIA in the provinces
3. The overseeing of managing of the conducting of investigation of complaints in terms of the provisions of PAIA in the provinces
1. *Molao wa Kgothaletso ya Phumantsho ya Lesedi, 2002, Molao wa Tshireletso ya Lesedi la Bo Mong, 2013 le Sehlomathiso sa Molao wa Phumantsho ya Lesedi, 2019* [↑](#footnote-ref-1)
2. *Mabaka a kganyetso ya phumantsho ya direkoto, dikarolo 33-46 tsa PAIA* [↑](#footnote-ref-2)
3. *Karolo 77I (1) ya PAIA.* [↑](#footnote-ref-3)
4. *Karolo 77J (1) ya PAIA.* [↑](#footnote-ref-4)
5. *Karolo 78(1) ya PAIA- mokopi kapa mokga wa boraro o boletsweng ho karolo 74 a ka etsa kopo feela kgotla bakeng sa kimollo e nepahetseng ho ya ka karolo 82 kamora hoba mokopi eo kapa mokgwa wa boraro o leke tsohle ka ditsmaiso tsa boipiletso ba ka hare kgahlanong le qeto ya mohlanka wa lesedi wa lekala la mmuso ho ya ka karolo 74.* [↑](#footnote-ref-5)
6. *Karolo 74(1) ya PAIA-* *1) mokopi a ka kenya boipiletso ba ka hare kgahlanong le qeto ya mohlanka wa lesedi wa lekala la mmuso le boletsweng ho serapana (a) sa tlhaloso ya 'lekala la mmuso' ho karolo 1.* [↑](#footnote-ref-6)
7. *Karolo 75(4) ya PAIA- Kapele kamoo ho ka kgonehang, empa e be nakong ya matsatsi a 10 a tshebetso kamora ho amohela boipiletso ba ka hare ho ya ka karolwana (1), mohlanka wa lesedi wa lekala la mmuso le amehang o lokela ho e lebisa ho bolaodi bo tshwanelehang* [↑](#footnote-ref-7)
8. *Karolo 75(1)(b) ya PAIA- Boipiletso ba ka hare bo lokela ho fanwa kapa ho romelwa ho mohlanka wa lesedi wa lekala la mmuso le amehang atereseng ya hae, nomorong ya fekse kapa atereseng ya elektroniki;* [↑](#footnote-ref-8)
9. *karolo 75(1)(a)(i) ya PAIA- Boipiletso ba ka hare bo lokela ho kenngwa ka foromo e laetsweng, nakong ya matsatsi a 60* [↑](#footnote-ref-9)
10. *karolo 75(1)(a)(ii) ya PAIA- Boipiletso ba ka hare bo lokelwa ho kenngwa ka foromo e laetsweng, haeba tsebisso ya mokgwa wa boraro e batleha ho ya ka karolo 49 (1) (b), nakong ya matsatsi a 30 kamora ho fanwa ka tsebiso ho moipiletsi wa qeto e nkuweng kgahlanong le yena kapa, haeba tsebiso ya moipiletsi e sa batlehe, kamora hoba qeto e nkuwe.* [↑](#footnote-ref-10)
11. *Karolo* 17(1) ya PAIA- *Bakeng sa merero ya PAIA, lekala ka leng la mmuso le lokela, ho ya ka molao o laolang khiro ya basebetsi ba lekala la mmuso le amehang, le thonya palo eo ya batho e le batlatsi ba bahlanka ba lesedi jwaloka ka ha ho hlokeha ho etsa hore lekala la mmuso le fihlellehe ha bobebe kamoo ho kgonehang bakeng sa bakopi ba direkoto tsa lona.*  [↑](#footnote-ref-11)
12. *Karolo 56(a) of POPIA- Lekala ka leng la mmuso le la poraefete le lokela ho etsa sebaka, ka mokgwa o laetsweng ho karolo 17 ya Molao wa Kgothaletso ya Phumantsho ya Lesedi, ka diphethoho tse hlokehang, bakeng sa thonyo ya palo eo ya batho, haeba e le teng, jwaloka batlatsi ba bahlanka ba lesedi jwaloka ha ho hlokeha bakeng sa ho etsa mesebetsi ya le maikarabelo a bona jwaloka ha ho tekilwe ho karolo 55(1) ya POPIA.* [↑](#footnote-ref-12)
13. *Karolo 11(1) ya PAIA- Mokopi o lokela ho fuwa phumantsho ya rekoto ya lekala la mmuso haeba mokopi eo a imatahanya le ditlhokeho tsa tsamaiso tsa PAIA tse amanang le kopo ya phumantsho ya rekoto eo; mme phumantsho ya rekoto eo ha e hanyetswe ho ya ka lebaka leha e le efe la kganyetso le lohothwang ho Kgaolo 4 ya Karolo ena.* [↑](#footnote-ref-13)
14. *Karolo 50(1) ya PAIA- Mokopi o lokela ho fuwa phumantsho ya rekoto leha e le efe ya lekala la poraefete haeba-*

*rekoto eo e batleha bakeng sa tshebediso le tshireletso ya ditokelo leha e le dife;*

*motho eo o kgema le ditlhokeho tsa tsamaiso ya PAIA tse amanang le kopo ya phumantsho ya rekoto eo; mme*

*phumantsho ya rekoto eo ha e hanwe ka lebaka leha e le lefe la kganyetso le lohothwang ho Kgaolo 4 ya Karolo ena.* [↑](#footnote-ref-14)
15. *Karolo 14(1) ya PAIA- Mohlanka wa Lesedi wa lekala la mmuso o lokela, bonyane ka dipuo tse tharo tsa semmuso, a etse hore ho be le bukana e nang le lesedi le boletsweng serapeng 4 ka hodimo mona.* [↑](#footnote-ref-15)
16. *Karolo 51(1) ya PAIA- Hlooho ya lekala la poraefete e lokela ho etsa hore ho be le bukana e nang le tlhaloso ya lesedi le boletsweng serapeng 4 ka hodimo mona.* [↑](#footnote-ref-16)
17. *Karolo 15(1) ya PAIA- Mohlanka wa Lesedi wa lekala la mmuso, o lokela ho etsa hore ka mokgwa o laetsweng ho be le tlhaloso ya mekgahlelo ya direkoto tsa lekala la mmuso tse teng ka ho iketsahalla ntle le hore motho a etse kopo ya phumantsho* [↑](#footnote-ref-17)
18. *Karolo 52(1) ya PAIA- Hlooho ya lekala la poraefete e ka, ka boithaopo, etsa hore ka mokgwa o laetsweng ho be le tlhaloso ya mekgahlelo ya direkoto tsa lekala la poraefete tse teng ka ho iketsahalla ntle le hore motho a etse kopo ya phumantsho* [↑](#footnote-ref-18)
19. *Karolo 22(1) ya PAIA- Mohlanka wa lesedi wa lekala la mmuso eo ho etswang kopo ya phumantsho ho yena, o lokela ho tsebisa mokopi ho lefa tjhelete e laetsweng (haeba ho le jwalo), pele a ka tswellisa kopo ho ya pele.* [↑](#footnote-ref-19)
20. *Karolo 54(1) ya PAIA- Hlooho ya lekala la poraefete eo kopo ya phumantso e entsweng ho yona e lokela ho tsebisa mokopi ho lefa tjhelete e laetsweng (haeba ho le jwalo), pele a ka tswellisa kopo ya hae ho ya pele.* [↑](#footnote-ref-20)
21. *Karolo 92(1) ya PAIA e teka hore –“Letona le ka, ka tsebiso Koranteng ya Mmuso, etsa melawana mabapi le-*

*(a) taba leha e le efe e hlokwang kapa e dumellwang ke Molao ona hore e laelwe;*

*(b) taba leha e le efe e amanang le ditefello tse lohothwang ho dikarolo 22 le 54;*

*(c) tsebiso leha e le efe e hlokwang ke Molao ona;*

*(d) ho sebediswe mekgahlelo e tshwanang ke mohlanka wa lesedi wa lekala la mmuso ha a nka qeto ya hore ke mekgahlelo efe ya direkoto e lokelang ho fumantshwa ho ya ka karolo 15; le*

*(e) taba leha e le efe ya tsamaiso e hlokehang bakeng sa ho fana ka matla dipehelong tsa Molao ona.”* [↑](#footnote-ref-21)
22. *Karolo 23(1) ya POPIA e bolela hore monga lesedi, ha a fanne ka bopaki ba boitsebiso bo lokelang, o na le tokelo ya ho—*

*kopa mokga o ikarabellang ho netefatsa, mahala, haeba mokga o ikarabellang o tshwere lesedi la bo mong la monga lesedi kapa tjhe; le*

*(b) kopa mokga o ikarabellang rekoto kapa tlhaloso ya lesedi la bo mong la monga lesedi le tshwerweng ke mokga o ikarabellang, ho kenyeletsa lesedi ka boitsebiso ba mekga kaofela ya boraro, kapa mekgahlelo ya mekga ya boraro, e nang, kapa e bileng, le phumantsho ya lesedi leo* [↑](#footnote-ref-22)
23. *Karolo 25 ya POPIA.* [↑](#footnote-ref-23)
24. *Karolo 23(1)(b)(ii) ya POPIA*  [↑](#footnote-ref-24)
25. Karolo 29(2)(a) ya PAIA *e bolela hore “rekoto e lokela ho fanwa ka mokgwa wa ho ngolwa kapa kgatiso kapa ditshwantsho tse nang le modumo kapa dikgatiso tse ngotsweng, ka ho fana ka khopi ya rekoto kapa ka ho etsa ditlhophiso bakeng sa tlhahlobo ya rekoto.* [↑](#footnote-ref-25)
26. *Karolo 29(3) ya PAIA e bolela hore- haeba mokopi a kopile phumantsho ka sebopeho se itseng, phumantsho e lokela, ho ya ka karolo 28, ho fanwa ka sebopeho seo, ntle le haeba ho etsa jwalo ho tla*

*(a) sitisa ho sa hlokahale tsamaiso e hlwahlwa ya lekala la mmuso le amehang;*

*(b) ho tla ba kotsi bakeng sa paballo ya rekoto; kapa*

*(c) e tla hatikela ditokelo tsa kgatiso tseo e seng tsa Puso kapa lekala la mmuso le amehang.* [↑](#footnote-ref-26)
27. *ho ya ka Tsebiso ya Mmuso R991 ya la 14 Mphalane 2005* [↑](#footnote-ref-27)
28. *Karolo 26(1)- Mohlanka wa lesedi eo kopo ya phumantsho ya lesedi e entsweng kapa e fetiseditsweng ho yena, a ka atolosa nako ya matsatsi a 30 e boletsweng ho karolo 25 (1) (karolong ena e bitswa 'nako ya sethathong') ha nngwe bakeng sa nako e nngwe e sa feteng matsatsi a 30, haeba-*

*kopo ke ya palo e kgolo ya direkoto kapa e batla ho tsomanwe le hara palo e kgolo ya direkoto mme boimatahanyo le nako ya sethatong bo tla sitisana ho sa hlokehe le mesebetsi ya lekala la mmuso le amehang;*

*kopo e batla ho tsomanwe le direkoto le ho latuwa ha tsona ofising ya lekala la mmuso eo e seng toropong kapa motsemoholo o le mong le ya mohlanka wa lesedi mme keke ya phethelwa ka nako ya sethathong;*

*ditherisano hara dikarolo tsa lekala la mmuso kapa le lekala le leng la mmuso di hlokeha kapa di tshwaneleha ho etsa qeto ka kopo mme seo se keke sa phethelwa nakong ya sethathong;*

*bo le bong ba boemo bo lohothuweng ho dirapa (a), (b) le (c) bo le teng mabapi le kopo moo nako ya sethathong e sa kgonahaleng; kapa*

*mokopi o dumella ka lengolo bakeng sa katoloso eo.* [↑](#footnote-ref-28)
29. *Karolo 25 ya PAIA e bua ka tlhokeho ya hore qeto e nkuwe nakong ya matsatsi a 30 le tlhokeho ya ho tsebisa mokopi ka qeto ya kopo ya hae.*  [↑](#footnote-ref-29)
30. *ho ya ka Tsebiso ya Mmuso R991 ya 14 Mphalane 2005* [↑](#footnote-ref-30)
31. Karolo 23(1) ya PAIA [↑](#footnote-ref-31)
32. *Karolo 14 (1) ya POPIA- Ho ya ka dikarolwana (2) le (3), direkoto tsa lesedi la bo mong ha le a lokela ho beha nako e telele ho feta tekano bakeng sa ho fihlella morero oo le neng le bokellwa ka ona kapa le neng le tswelliswa*. [↑](#footnote-ref-32)