IMANUWALI YOMTHETHO WOKUKHUTHAZA UKUFUMANEKA KWEENKCUKACHA (PAIA)

yakwa

Fraser Alexander Holdings Proprietary Limited

Ebhaliswe ngenombolo 2005/028628/07

namagatya akhona

Iqulunqwe ngokweCandelo 51 loMthetho wesi-2 ka2000 wokuKhuthaza ukuFumaneka kweeNkcukacha (PAIA) ohlaziyiweyo

Ngokuhlaziywe ngu

MTHETHO WESI-4 KA 2013 WOKUKHUSELA IINKCUKACHA ZOMNTU (POPIA)

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1. Intshayelelo

UMthetho wokuKhuthaza ukuFumaneka kweeNkcukacha (lo Mthetho), ukunye neminye imithetho ehambelana nawo, uvumela ilungelo lokuba wonke ubani kunye nemibutho yabucala bakwazi ukufumana iinkcukacha xa bezidinga ukuze kukhuseleke nawaphi na amalungelo.

Le manuwali yeyokuba nabani onokuba nesicelo ancedwe ngemigaqo emayilandelwe ukuze isicelo sokufumana iinkcukacha sibe nokungeniswa ngokwalo Mthetho.

Ulwazana ngoFraser Alexander

1. UFraser Alexander wasungulwa ekuqaleni kwale nkulungwane idlulileyo ukuze anikezele ngenkonzo yokugutyula intlenge yezimbiwa kushishino lwemigodi yegolide elalisanda kuqalwa.
   Ngokuya likhula ishishini logutyulo-ntlenge, uFraser Alexander wongeza amanye amashishini abalulekileyo kuluhlu lwakhe. IQela leFraser Alexander ngoku linamashishini asekelayo amane. Elokwakha, uGutyulo-ntlenge loMzantsi, uGutyulo-ntlenge eAfrika nakuZwelonke, kunye nokuProsesa iZimbiwa, zabe iinkonzo ezisekayo zinikezelwa nguGroup Services.

2. Iincukacha ezifunwayo ngokweCandelo 51(1)(a) lalo Mthetho

IOfisi ebhalisiweyo

Building 10
Greenstone Hill Office Park
24 Emerald Boulevard
Modderfontein, 1609

Iibhanki

The Standard Bank of South Africa Limited
Absa Bank Limited
Nedbank Limited
FirstRand Group Limited

Abaphicothi-zincwadi

KPMG Inc.
KPMG Crescent
85 Empire Road
Parktown, 2193

Amagqwetha

Webber Wentzel
90 Rivonia Road
Sandton, 2196

3. Iinkcukacha ezithile ngokwemanuwali yeCandelo 51

Le manuwali iqulunqwe ngokwalo Mthetho, yabe ibhekiselele kuwo onke amaqumrhu aphawulwe apha 4 ngezantsi.

UMlawuli oPhetheyo oyiNtloko (CEO) kwaFraser Alexander Holdings ugunyazise ngokwalo Mthetho uMphathi wezeziMali oyiNtloko (CFO) ukuba ajongane nazo zonke izicelo endaweni yakhe, atsho uCFO abe liSekela Gosa leeNkcukacha, ngokweenjongo zalo Mthetho.

4. Injongo yale manuwali yePAIA

Injongo yale manuwali kukuqinisekisa ukuba uFraser Alexander uyazithobela izinyanzeliso zoMthetho iPAIA ezihlaziywe ngokoMthetho iPOPIA, nokumilisela isithethe sokwenza konke elubala, noxanduva lokuphendula ebantwini. Ngokwenza oku liza kuphuhla ilungelo lokufumana iinkcukacha ukuze akhuseleke onke amalungelo, kuze kuphuhle uluntu loMzantsi Afrika olukwaziyo ukufumana iinkcukacha oluzidingayo ukuze lukhusele amalungelo alo.

5. Amaqumrhu

Fraser Alexander Holdings (Pty) Ltd	2005/028628/07
Fraser Alexander (Pty) Ltd	2005/028043/07
Fraser Alexander Offshore (Pty) Ltd	2015/098001/07

6. Iinkcukacha zoqhakamshelwano

U-CEO nguye iGosa leeNkcukacha.

Yonke imibuzo ngoPAIA mayijoliswe ku:

Chief Financial Officer
Fraser Alexander Holdings (Pty) Ltd
P O Box 14700
Witfield, 1467

Building 10
Greenstone Hill Office Park
24 Emerald Boulevard
Modderfontein, 1609

Telephone: +27 11 929 3600
Email: popia@fraseralexander.co.za
Website: https://www.fraseralexander.com/

7. Indima noXanduva lweGosa leeNkcukacha

IGosa leeNkcukacha (IO) kufuneka:

- likhuthaze liqinisekise ukuba iyathotyelwa imithetho iPAIA nePOPIA;

- liqulunqe ligcine imanuwali yePAIA yakwaFraser Alexander;
- lihlaziye imanuwali yePAIA rhoqo ngonyaka, okanye nanini xa kukho inguqu kulo Mthetho;
- liqinisekise ukuba imanuwali yePAIA ikhona kuzo zonke ii-ofisi zakwaFraser Alexander, nakwiwebsayithi, nakwiKomishoni yamaLungelo aBantu (SAHRC), nakwiofisi yoMlawuli weeNkcukacha (Information Regulator). Imanuwali yePAIA ingapapashwa nakiGazethi kaRhulumente;
- lizivavanye lizivume/lizikhabe izicelo zokufumana iinkcukacha ezifakwe ngokwezizathu ezicwangciswe kuPAIA, kwixesha elihleliweyo okanye elithe landiswa;
- (ukuba liyathanda) liqulunqe uluhlu lweenkcukacha ezifumaneka lula kungekho mfuneko yakufaka sicelo (*Voluntary disclosure notice*)

8. Indima noxanduva lweSekela Gosa leeNkcukacha

ISekela Gosa leeNkcukacha (DIO) ngumntu ogunyaziswe liGosa leeNkcukacha ukuba ancedise umceli kwisicelo sakhe seenkcukacha.

9. UMthetho: iCandelo 51 (1)(b)

9.1. Isikhokelo esikhankanywe kwiCandelo 10 lalo Mthetho

NgokweCandelo 10 lalo Mthetho, iKomishoni yamaLungelo aBantu (SAHRC) iqulunqe isikhokelo sokunceda abantu abafuna ukubanga naliphi ilungelo elibandakanywe kulo Mthetho. Esi sikhokelo singahlolwa nanini kwii-ofisi zale Komishoni, nakwezoMlawuli weeNkcukacha.

IYunithi yePAIA
ICandelo loPhando noGcino-Maxwebhu

Idilesi yeofisi:	29 Princess of Wales Terrace cnr York and St Andrews Street Parktown, 2193
Idilesi yeposi:	Private Bag X2700 Houghton, 2041
Umnxeba:	+27 11 877 3600
Ifeksi:	+27 11 403 0625
Iwebsayithi:	www.sahrc.org.za
I-imeyile:	dmalesa@sahrc.org.za

UMlawuli weeNkcukacha
ICandelo loPhando noGcino-Maxwebhu

Idilesi yeposi:	P.O. Box 31533, Braamfontein, Johannesburg, 2017
Umnxeba:	+27 10 023 5200
Iwebhusayithi:	justice.gov.za
I-imeyile (izikhalazo):	complaints.IR@justice.gov.za
I-imeyile (imibuzo):	inforeg@justice.gov.za

9.2. Iirekhodi zenkampani – indlela yokuhlela

Inombolo yohlelo	Ifumaneka njani	Ukuhlela (Icandelo lePAIA)
1	Inakho ukudizwa	Uxwebhu olufumaneka kuwonkewonke
2	Ayinakudizwa	Isicelo emva kokuqala ukuvela enkundleni (s7)
3	Inakho ukudizwa	Ixhomekeke kwilungelo loshicilelo
4	Ayinakudizwa ngokupheleleyo	Iinkcukacha ezizezalo mntu ufaka isicelo {s61}
5	Ayinakudizwa	Ukudiza okungekho ngqiqweni {s63(1)}
6	Ayinakudizwa	Ingayingozi kwezezimali zomnye umntu {s64(a), s64(b)}
7	Ayinakudizwa	Ingayingozi kwiNkampani okanye omnye umntu kwisivumelwano nolunye uthethwano {s64(c)}
8	Ayinakudizwa	Ingophula isigqibo sokungadizi esenziwe nomye umntu {s65}
9	Ayinakudizwa	Ingabeka emngciphekweni ukhuseleko lwabantu okanye ipropathi (*property*) {s66}
10	Ayinakudizwa	Uxwebhu olukhuseleke ngokusemthethweni {s67)}
11	Ayinakungavunywa	Ukuvavanya okusingqongileyo / uphando oluveza ukhuseleko lwabantu / umngcipheko kokusingqongileyo {s64(2); s68(2)}
12	Ayinakudizwa	Iinkcukacha ngezorhwebo zequmrhu labucala {s68}
13	Ayinakudizwa	Isenokudala ucalulo kwiinkcukacha zophando nophuhliso zeNkampani okanye zomnye umntu {s69}
14	Ayinakungavunywa	Ukudiza okulungiselela uluntu {s70}

10. Umthetho ekusebenza wona: Icandelo 51(1)(b)

Ziyafumaneka iirekhodi ngokwale mithetho ilandelayo yangoku kweloMzantsi, nokuhlaziywa kwayo (ukuba kusetyenziswa umthetho ohambelanayo othi ngoko unyanzelise ukudizwa kweerekhodi):

- UMthetho wama-26 ka2005 weSakhono sokuPhicotha iiNcwadi
- UMthetho wama-75 ka1997 weeMeko ezisiSiseko zeNgqesho
- UMthetho wama-53 ka2003 oMbaxa wokuXhobisa abaNtsundu kwezoQoqosho
- UMthetho wama-71 ka2008 weeNkampani
- UMthetho wama-130 ka1993 weNtlawulo yokoNzakala eMsebenzini noweZifo
- UMthetho wama-89 ka1998 woKhuphiswano

- UMthetho wama-38 ka2000 weBhodi yoPhuhliso loShishino lezoKwakha
- Inqaku leNgcebiso leeNjineli eziCebisayo zoMzantsi Africa *(Consulting Engineers South Africa (CESA) Advisory note – ukugcinwa kwemizobo neerekhodi)*
- UMthetho wama-23 ka1999 wemiCimbi yabaThengi
- UMthetho wama-68 ka2008 wokuKhusela abaThengi
- UMthetho wama-75 ka1980 weziVumelwano zokuBoleka
- UMthetho wama-51 ka1977 weNkqubo yolwaPhulo-Mthetho
- UMthetho wama-91 ka1964 weRhafu yoRhwebelwano, ICandelo 101 noLawulo 1.04 – Igazethi kaRhulumente 4040 R17770 yomhla 5 Okthobha 1973
- UMthetho we-114 ka1998 wokuQokelelwa kwamaTyala
- UMthetho we-14 ka2007 weRhafu yoRhwebelwano ngeDayimani
- UMthetho wama-25 ka2002 woNxibelelwano neNtengiselwano ngoku-Elektroniki
- UMthetho wama-55 ka1998 woBulungisa kwezeNgqesho
- UMthetho wama-26 ka1956 weziQhushumbisi
- UMthetho wama-38 ka2001 Iziko lezobuNtlola bezeziMali
- UMthetho wama-60 ka2000 woLawulo lweMipu
- UMthetho we-15 ka1973 weZinto ezinobuNgozi
- UMthetho wama-63 ka1977 wezeMpilo (uhlaziyiwe) noLawulo
- Incwadana 14 yeHPCSA, Izikhokelo ngokugcina iirekhodi zezigulane 2008
- UMthetho wama-58 ka1962 weRhafu yeNgeniso
- UMthetho wama-24 ka1936 wokuNgakwazi ukuHlawula amaTyala
- UMthetho wohlaziyo wama-38 ka1997 wePropathi yeNgqondo
- UMthetho wama-66 ka1995 wobuDlelwane kwezabaSebenzi
- UMthetho wama-35 ka2013 woLawulo lweeNqanawe zabaRhwebi (Imali kaZwelonke yokuHlawulela uNgcoliseko lweOyile)
- UMthetho wama-27 ka1956 wemiGodi nemiSebenzi
- UMthetho wama-29 ka1996 weMpilo noKhuseleko emiGodini
- UMthetho wama-28 ka2002 woPhuhliso lwemiThombo yeziMbiwa nePetroliyam
- UMthetho wama-28 ka2008 woLawulo lweeRhafu zemiThombo yeziMbiwa nePetroliyam
- UMthetho we-16 ka1967 woBhaliso lweeTayitile zemiGodi
- UMthetho wama-107 ka1998 woLawulo lweSizwe lokusiNgqongileyo
- UMthetho wama-59 ka2008 woLawulo lweSizwe lokusiNgqongileyo: uGutyulo
- UMthetho wama-93 ka1996 weSiswe wezoThutho eziNdleleni
- UMthetho wama-36 ka1998 weSizwe waManzi
- UMthetho wama-85 ka1993 weMpilo noKhuseleko emiSebenzini
- UMthetho wama-24 ka1956, iCandelo 30L, weNgxowa-mali yoMhlalaphantsi
- UMthetho wama-37 ka2005 weZimbiwa zeXabiso

- UMthetho wama-68 ka1969 wokuCinywa kweTyala leMali
- UMthetho we-121 ka1998 wokuThintela ulwaPhulo-Mthetho oluCwangcisiweyo
- UMthetho wama-56 ka2001 woLawulo loShishino lwezoKhuseleko laBucala
- UMthetho wesi-2 ka2000 wokuKhuthaza ukuFumaneka kweeNkcukacha
- UMthetho wesi-4 ka2013 wokuKhusela iiNkcukacha zoMntu
- UMthetho wama-70 ka2002 woLawulo lokuNqakula uNxibelelwano nokuNikezela ngeeNkcukacha ezingoNxibelelwano
- IsiBhengezo 787 sikaSARS
- UMthetho wama-23 ka1955 iCandelo 6(8) weMpahla eSetyenzisiweyo
- UMthetho wama-26 ka2007 woLawulo lweRhafu yokuDlulisa iziBambiso
- UMthetho wama-97 ka1997 woPhuhliso lweZakhono
- UMthetho wesi-9 ka1999 weeRhafu zoPhuhliso lweZakhono
- UMthetho wama-28 ka2011 woLawulo lweRhafu
- UMthetho wama-77 ka1973 woMlinganiselo woRhwebo
- UMthetho wama-40 ka1949 weRhafu yokuDlulisa
- UMthetho wama-63 ka2001 weInshorensi yeNgqesho
- UMthetho wama-89 ka1991 weRhafu eyoNgezelelwe iXabiso

Nangona sizame kangangoko ukuqulunqa uluhlu olupheleleyo lwemithetho enokusetyenziswa, lusenakho ukungoneli olu luhlu. Nanini kufika kuthi ukuba imithetho ekhoyo nemitsha iyamvumela ofaka isicelo ukuba angancedakala ngendlela engekhoyo kuMthetho lowo, siza kuluhlaziya uluhlu ngoko nangoko.

11. Uluhlu lweeRekhodi ezikhoyo: Icandelo 51(1)(d)

Ezingokomthetho

- Imigaqo elawula abanezabelo/amalungu enkampani
- Uluhlu/Irejista yamalungu enkampani
- Iinkcukacha zenkampani nezerhafu
- Izivumelwano
- Iimpawu zentengiso namalungelo abavelisi
- Iitayitile zemihlaba

Ezemali nokugcina iincwadi

- Iirekhodi zemali
- Iipolisi neenkqubo
- Iinkcukacha neengxelo zebhanki
- Iingxelo zemali
- Irhafu yengeniso

Ezengqesho yabantu

- Iipolisi neenkqubo

- Izicwangciso zobulungisa kwezengqesho
- Iinkcukacha ngengxowamali yomhlalaphantsi nesibonelelo sabasebenzi
- Izicwangciso zokuphuhlisa izakhono
- Iirekhodi neengxelo

Imisebenzi

- Iipemithi, iilayisensi, iimvume, izigunyaziso, ufako-zicelo nobhaliso
- Iipolisi neenkqubo
- Iingxelo namaxwebhu azixhasayo
- Izivumelwano neekontraka, abaxhasi beshishini nabathengisela ishishini, kunye neenkcukacha
- Amaxwebhu eendidi zerhafu
- Iirekhodi ngokusingqongileyo, impilo nokhuseleko

Ezobuchwepheshe boqhakamshelwano (IT)

- Amaxwebhu neemanuwali ezichaza inkqubo *(system)*
- Iipolisi neenkqubo
- Izicwangciso zokubuyela esimeni emva kwentlekele

UMTHETHO WESI-4 KA 2013 WOKUKHUSELA IINKCUKACHA ZOMNTU

Siphicotha iinkcukacha zomntu ezifunekayo ukuze sikwazi ukunikezela ngeemveliso neenkonzo zethu ezahlukeneyo. Ngezantsi kubekwe iindidi zeenkcukacha zomntu esiziqokelelayo, nabantu esibanika ezi nkcukacha.

Isihloko	**Udidi**
Iindidi zezihloko zolwazi neenkcukacha zabantu	Abasebenzi: irekhodi yomjikelo wobomi bomsebenzi Uwonkewonke: imibuzo ngokubanzi nokujonga kwiwebsayithi yenkampani; igama, idilesi yeimeyile Amaqumrhu eshishini: iirekhodi zobulungu Imidiya (*Media*): iirekhodi zokunxibelelana kwimidiya Abaniki zinkonzo: irekhodi yomjikelo wobomi babaniki zinkonzo
Abanikwa iinkcukacha zabantu	Iingxowamali zomhlalaphantsi Amaqumrhu eshishini

	Abanyanzelisa umthetho (*Law enforcement*) Abezibonelelo ngoncedo lwezonyango *(Medical aid schemes)* Abathengayo xa kuthengiswa okanye kudluliswa isixa seshishini lakwaFraser Alexander okanye iqumrhu leenkampani zakwaFraser Alexander Abanikezela ngeenkonzo *(service providers)* Iziphathamandla zomthetho

12. Injongo yokuphicotha kukaFraser Alexander iinkcukacha zomntu

Sineqela leenjongo ekuphicotheni iinkcukacha zomntu, zibandakanya ezi zilandelayo kodwa zingaphelelanga apha:

- ukuze sikwazi ukunikezela okanye sisebenze ngeenkcukacha, imveliso okanye iinkonzo ezicelwe ngokwezihloko;
- ukusinceda sichonge izihloko zeenkcukacha xa abantu beqhakamshela uFraser Alexander
- ukuze sigcine iirekhodi zabaxhasi bethu;
- ukuze sirhwebeshe abantu kakuhle;
- ngeenjongo zengqesho;
- ngeenjongo zabaqeshwa abasafundayo;
- ngeenjongo zokuthatha uhambo;
- ngeenjongo zolawulo jikelele, nezemali nezerhafu;
- ngeenjongo zemiba yomthetho neyezivumelwano;
- ngeenjongo zempilo nezokhuseleko;
- ukubeka esweni ukufikeleleka, ukukhusela nokulawula indawo yethu nezibonelelo zayo;
- ukuze sirhwebelane nabasinika iinkonzo noogxa bethu boshishino;
- ukusinceda sinyuse umgangatho weemveliso neenkonzo zethu;
- ukusinceda sibhaqe ze sithintele ubuqhetseba norhwaphilizo lwemali;
- ukusinceda sikwazi ukufumana imali yethu kwabasityalayo;
- ukuze sense uphicotho ze sihlele sibazi abaxhasi bethu; kunye
- nokubona ezinye iimveliso neenkonzo ezinokunika umdla kubaxhasi bethu ze sibazise ngazo.

13. Imigaqo yokufaka izicelo zokufikelela: Icandelo 51(1)(b)

- Umceli kufuneka agcwalise iFomu C, ayingenise nomrhumo wesicelo *(request fee)* kuMlawuli wezeziMali oyiNtloko (CFO) kwidilesi yesakhiwo okanye yeposi, okanye ye-imeyile ngokubekwa kwazo apha ngentla.
- Ifomu kufuneka:
  - iqulathe ngokwaneleyo iinkcukacha zokwenza ukuba uCFO azazi iirekhodi ezicelwayo, akwazi nokumqonda ofake isicelo;
  - ichaze ukuba ufuna ukufikelela ngaluphi uhlobo;
  - ichaze idilesi yeposi okanye ye-imeyile yomceli okweli loMzantsi Afrika;
  - itsho ngqo ilungelo umceli afuna ukulisebenzisa okanye ukulikhusela, anike nenkcazelo yokuba kutheni le rekhodi icelwa nje kweli phulo lokusebenzisa okanye ukukhusela ilungelo elo;
  - ukuba umceli ufuna ukuyixelelwa impendulo ngenye indlela ngaphezu kokuba abhalelwe, makayitsho loo ndlela neenkcukacha zayo;
  - ukuba isicelo senzelwa omnye umntu, ngenisa ubungqina bokuba uyintoni kulo mntu umcelelayo ngendlela eza kumenelisa uCFO.
- U-CFO uza kusisebenza isicelo kwiintsuku ezingama-30 esifumene. U-CFO usenokucela ukongezelwa ezi ntsuku ngezinye ezikwangama-30, ngezizathu ezinjengezi: (1) isicelo singumqulu omkhulu kakhulu, (2) isicelo sinyanzelisa ukuba athethe namanye amaziko karhalumente okanye awabucala, okanye (3) umceli ubhalile ekuvuma ukongezwa kweentsuku.
- U-CFO uza kumbhalela umceli amxelele ukuba isicelo sakhe sokunikwa iinkcukacha siyavunywa na okanye siyakhatywa. Ukuba isicelo siyakhatywa, umceli uza kunikwa izizathu ezivakalayo, acetyiswe nokuba angaya kufaka isicelo enkundleni yomthetho, achazelwe nendlela ekwenziwa ngayo xa kufakwa esi simangalo, nexesha eliza kuthathwa sesi sicelo.
- Nceda qaphela ukuba ungasifaka ngendlela echanekileyo isicelo sakho seenkcukacha, kodwa oko akuthethi kuthi ngokunyanzelekileyo uza kuyifumana irekhodi oyicelayo. Isicelo sokufumana irekhodi sixhomekeke kumasolotya athile ukuba siyachatshazelwa yimigomo ecaciswe kwiGatya 3, Sahluko 4 salo Mthetho.
- Qaphela kwakhona, ukuba kuthe kwarhaneleka ukuba umceli uzifumene iirekhodi azicelileyo ngokuthi kanti amaxwebhu akhe awathumeleyo abubuxoki engawobuqhetseba, angathathwa amanyathelo okumbambela ulwaphulo-mthetho.
- Ukuba isicelo sibe nempumelelo, kufuneka umrhumo wokuhlawulela umsebenzi wokukhangela ezi rekhodi, ukuzifotokopa, okanye ukuziqulunqa ezinye zazo, oza kubalwa ngokuchazwe phantsi kwalo Mthetho.
- Ukuba uCFO uyikhangele irekhodi wade wabona ukuba ayifumaneki okanye ayikho kwaphela, umceli uya kuxelelwa ngembalelwano efungelweyo *(affidavit).* Le mbalelwano iya kuchaza namanyathelo athathiweyo kwiinzame zokukhangela.
- Ukuba isicelo seserekhodi ebandakanya umntu ongomnye, uCFO unyanzelekile ukuba amazise lo mntu ungomnye ukuba kukho isicelo esifakiweyo esilolu hlobo. Oku kunika lo mntu ithuba lokuba aphendule ngokuthi avume, okanye anike izizathu ukuba akavumi

neenkcukacha zakhe. Akuphendula lo mntu ungomnye, uCFO uyakuphononga impendulo leyo, aze agqibe ngokufanelekileyo ukuba uyasivuma okanye uyasikhaba isicelo esifakiweyo ngumceli.

14. Imigomo yokukhusela iinkcukacha zomntu

- Iziko linemigaqo efanelekileyo nesesikweni yobuchwepheshe emiliselweyo ukuze kukhuseleke iinkcukacha neerekhodi zabantu eziphononongwa kwaFraser Alexander neengcaphephe zakhona. NgokoMthetho iPOPIA, iingcaphephe ngabantu abongezelelekileyo abaphicotha iinkcukacha zabantu besenzela uFraser Alexander. Imigaqo yethu yokhuseleko ibandakanya:

  -Ukhuseleko olubonwayo;

  -Ukulawula indlela yokungena;

  -Ukhuseleko lwangaphakathi;

  -Ukhuseleko kwilizwe iSayibha *(Cyber)*;

  -Iindlela zokulwa neevayirasi;

  -Ukumisa iindonga zokunqanda imililo;

  -Ukulawula ngeepaswedi (*passwords*);

  -Iinkqubo zoqeqesho ngokhuseleko kwezonxibelelwano;

  -Iinkqubo zokuhlola ukhuseleko lwezonxibelelwano;

  -Iipolisi zenkampani ezingobuchwepheshe bonxibelelwano.

- Sithe rhoqo similisela sikwabeke esweni ubuchwepheshe bokhuseleko lweziko lethu ukuze kukhuseleke iinkcukacha zabantu ezisezandleni zethu, silumkele abangena ngokungenamvume, nokuphathaphatha iinkcukacha ngengozi okanye ngenjongo, ukulahleka nokutshatyalaliswa.

Siza kuthatha amanyathelo ukuqinisekisa ukuba iingcaphephe ezisebenza ngeenkcukacha zabantu endaweni kaFraser Alexander zisebenzisa le migomo yokhuseleko ichazwe ngentla.

15. Ukuhamba kweenkcukacha zabantu ziwele imida yeli

- Siya kuzidlulisa iinkcukacha zomntu ziwele imida yoMzantsi Afrika kuphela xa ushishino olufanelekileyo lunyanzelisa njalo, kwenziwe oko ngokwemigaqo yemithetho yoMzantsi Afrika, okanye xa umnini weenkcukacha ekuvuma ukuwezwa kweenkcukacha zakhe ziye kubantu okanye amaziko akwamanye amazwe.

- Siya kuthatha amanyathelo okuqinisekisa ukuba oochwepheshe babotshelelwe yimithetho, nayimigaqo yenkampani, okanye izivumelwano ezibophelelayo eziqinisekisa ukhuseleko olwaneleyo, nemiqathango elawula ukuphicothwa ngokusemthethweni kweenkcukacha zabantu, ngokoMthetho iPOPIA.

Siza kuqinisekisa ukuba oochwepheshe abasebenza ngeenkcukacha zabantu, besebenzela kwimimandla engaphandle koMzantsi Afrika, basebenzisa izikhuselo ezichazwe kwiCandelo 11.

16. Iinkcukacha zomntu ezifakwe ngomnye umntu

Xa sifumana iinkcukacha zomntu zivela komnye umntu endaweni yomninizo, sifuna isiqinisekiso sokuba unemvume ebhaliweyo yomnini-nkcukacha yokuba wazi konke ngale manuwali yePAIA kwanePolisi yeMfihlakalo yakwaFraser Alexander, yaye engakuchasanga ukuba kusetyenzwe ngeenkcukacha zakhe ngokwale polisi.

17. Umrhumo omiselweyo: Icandelo 54(1)(f)

Okungezantsi kubhekiselele kwizicelo (ngaphandle kwezomntu buqu):

- Umceli umelwe kukuhlawula umrhumo omiselweyo ongange R50.00 phambi kokuba sijongwe isicelo sakhe;
- Ukuba ukulungisa irekhodi ayicelileyo kuthatha iiyure ezidlulayo kwezimiselweyo ezintandathu, uza kuhlawula idipozithi esisithathu semali ehlawulwa xa isicelo siphumelele;
- Umceli angafaka isicelo enkundleni yomthetho ekhalazela intlawulo yomrhumo wesicelo kwanedipozithi;
- Iirekhodi eziceliweyo zingabanjwa kude kube kuhlawulwe umrhumo.
- Imirhumo yokucela iirekhodi zomntu wabucala zingolu hlobo:

Okwenziweyo	**Umrhumo**
Ukukopa, iphepha eliyi A4 lilinye	R1.10
Ukuprinta, iphepha A4 lilinye	R0.75
Ukukopela kwiCD	R70.00
Ukutranskrayibha umfanekiso kwiphepha A4 lilinye	R40.00
Ukukopa umfanekiso	R60.00
Ukutranskrayibha iteyiphu emanyelwayo kwiphepha A4 lilinye	R20.00
Ukukopa iteyiphu emanyelwayo	R30.00
Ukukhangela kulungiswe irekhodi ukuze idizwe	R30 iyure nganye okanye inxalenye yayo, ngaphandle kweyure yokuqala, ifuneka ngokuqiqekileyo ekuyikhangeleni nokuyilungisa

- Imali yokuposa ihlawulwa ngumceli ukuze kuposwe iirekhodi zakhe.
- Uluhlu lwemirhumo luyafumaneka kwiwebsayithi yeKomishoni yamaLungelo aBantu (SAHRC) ku www.sahrc.org.za.

18. Izizathu zokuchasa ukufumana iirekhodi: Icandelo 63 – 69 lalo Mthetho kunye noMthetho wesi-4 ka2013 wokuKhusela iiNkcukacha zoMntu

Ukufumana iirekhodi ezithile kufuneka kungavunyelwa ngezizathu ezibalulwe kulo Mthetho, ezibandakanya:

- Isinyanzelo sokukhusela umntu ongomnye ophilayo, kwakunye nongasekhoyo;
- Isinyanzelo sokukhusela iinkcukacha zorhwebo zomntu ongomnye;
- Isinyanzelo sokukhusela iinkcukacha ezithile eziyimfihlo, neziyimfihlo zomntu ongomnye;
- Isinyanzelo sokukhusela abantu, nokukhusela ipropathi;
- Isinyanzelo sokukhusela iirekhodi emazingavezwa kumatyala asezinkundleni zomthetho;
- Isinyanzelo sokukhusela iinkcukacha zophando

Ukufumana iirekhodi kungathintelwa xa

- Iinkcukacha zoshishino:
    - ziqulethe iimfihlo zorhwebo
    - ziqulethe iinkcukacha zezimali, zoshishino, zenzululwazi netekhnoloji, ekunokuthi ukudizwa kwazo kube yingozi kushishino nasezimalini zenkampani
    - ziqulethe iinkcukacha ekunokuthi ukudizwa kwazo kubeke emngciphekweni inkampani ezingxoxweni zeekontraki nezinye, okanye inkampani ibe sesichengeni kwabo ikhuphisana nabo; okanye
    - ziyinkqubo yekhompyutha yeNkampani.
- “Izicelo ezingabhadlanga okanye ezikhathazayo, okanye ukusebenzisa izixhobo zokusebenza ngokungakhathali okukhulu”.

Zonke izikhuselo zeenkcukacha ezibalulwe ngentla ziyatyeshelwa ziyekwe ukuba ukudizwa kweenkcukacha kuza kunceda uluntu ngokubanzi. Ukuncedakala koluntu kudlula zonke izizathu zokuba kwaliwe ukudizwa kweenkcukacha.

U-CFO kufuneka asebenzise olu vavanyo phambi kokuba akuchase ukunikezela ngeenkcukacha ezikhuselwe ngokwezi zizathu zibekwe apha ngentla. Ukuba le miqathango iphunyelelwe, kuyanyanzeleka iinkcukacha zidizwe ngezizathu zokuncedakala koluntu.

Ingaba ezi nkcukacha zibonisa ulwaphulo lomthetho olunobuzaza?

OKANYE

Ingaba iirekhodi ekuthethwa ngazo ziqulethe iinkcukacha ezinganobungozi kukhuseleko loluntu kwanokusingqongileyo?

NGAPHEZULU

ekudizeni ezi nkcukacha, ingaba ukuncedakala koluntu kuyayodlula ingozi enokwehla?

19. Izilungiso

Inkampani ayinazo iinkqubo zangaphakathi zokubhena ngokwezicelo zePAIA nePOPIA. Ngoko ke isigqibo esenziwe ngumntu ogunyazisiweyo kwicandelo 5 asinakujikwa bani. Ukuba isicelo

sikhatyiwe, umceli unelungelo lokufaka isicelo kwinkundla yomthetho enegunya elifanelekileyo, okanye kuMlawuli weeNkcukacha, ukuze ancedakale.

20. Ukufumaneka kweManuwali

Iikopi zale manuwali ziyafumaneka ukuba zihlolwe kwii-ofisi zakwaFraser Alexander Holdings, simahla. Zikwafumaneka nakwiKomishoni yamaLungelo aBantu, zifumaneka nakwiwebsayithi ku www.fraseralexander.com.

Ihlaziywe nge2 kuMarch 2021

_____

KD SCOTT
UMLAWULI OPHETHEYO OYINTLOKO (CEO)

IFOMU C

ISICELO SOKUFUMANA IREKHODI **YOMNTU /IQUMRHU** LABUCALA
(ICandelo 53(1) loMthetho wesi-2 ka2000 wokuKhuthaza ukuFumaneka kweeNkcukacha)

[Umqathango 10]

A. Iinkcukacha zequmrhu labucala

Intloko: _____

B. Iinkcukacha zomntu ocela ukufumana irekhodi

a) Iinkcukacha zomntu ocela ukufumana irekhodi mazinikwe ngezantsi.
b) Idilesi/ifeksi ekwiRiphabliki emakuthunyelwe kuyo iinkcukacha mayinikwe.
c) Ubungqina bokuba ucela ngabuni/uyintoni mabuqhakamshelwe apha, ukuba uyachaphazeleka.

Amagama apheleleyo nefani: _____

Inombolo yesazisi: _____

Idilesi yeposi: _____

Ifeksi: _____

Umnxeba: _____

Idilesi ye-imeyile: _____

Ukuba ucela usenzela omnye umntu, chaza ukuba ucela uyintoni kuye: _____

C. Iinkcukacha zomntu ekwenzelwa yena isicelo

Eli candelo maligcwaliswe KUPHELA ukuba esi sicelo senzelwa omnye umntu.

Amagama apheleleyo nefani: _____

Inombolo yesazisi: _____

D. Iinkcukacha zerekhodi

a) Nika iinkcukacha ezipheleleyo zerekhodi ecelwayo, ufake nenombolo yayo ukuba uyayazi, ukuze irekhodi ifumaneke.
b) Ukuba imxinwa indawo yokubhala, gqibezela kwiphepha elisecaleni uze uliqhakamshele kule fomu.
c) Ocelayo aze awasayine onke amaphepha awongezileyo.

1. Chaza irekhodi oyicelayo, okanye lo nxalenye yayo oyifunayo:

_____

2. Inombolo yayo ukuba uyayazi: _____
3. Nayiphi enye inkcukacha yerekhodi: _____

E. Umrhumo

a) Isicelo sokufumana irekhodi, engeyiyo irekhodi equlethe iinkcukacha zakho buqu, siya kuqwalaselwa kuphela xa umrhumo wesicelo uhlawulwe. b) Uza kuxelelwa isixa-mali esifunwayo esingumrhumo wesicelo. c) Umrhumo wesicelo serekhodi uxhomekeke kwifomu yesicelo, nakwixesha lokukhangela kulungiswe irekhodi. d) Ukuba uxolelwe ekuhlawuleni imirhumo, chaza isizathu soxolelo lwakho.

Isizathu soxolelo ekuhlawuleni umrhumo: _____

F. Uhlobo emayifumaneke ngalo irekhodi

Ukuba unokhubazeko olukuthintela ukufunda, ukubukela okanye ukumamela irekhodi xa isiza kuwe ngohlobo oluku-1 ukuya ku-4 apha ngezantsi, chaza ukukhubazeka kwakho, nendlela onqwenela irekhodi yakho ize ngayo.

Ukhubazeko:	Uhlobo emayize ngalo irekhodi:

Faka u-X kwibhokisi efanelekileyo.
AMANQAKU:
a) Ukufumana irekhodi ngohlobo olunqwenelayo kuxhomekeke kolu hlobo irekhodi efumaneka ngalo ngoku.
b) Kungangavunywa kwiimeko ezithile ukukunika irekhodi ngohlobo olucelileyo. Ukuba kunjalo, uya kuxelelwa ukuba ifumaneka ingolunye uhlobo.
c) Ukuba kukho umrhumo ofunekayo, uya kuxhomekeka nakuhlobo ocele ukuba irekhodi mayize ngalo.

1. Ukuba irekhodi iluhlobo olubhaliweyo okanye oluprintiweyo:

	Ikopi yerekhodi *		Uhlolo lwerekhodi

2. **Ukuba irekhodi inemifanekiso ebonwayo** (kubandakanya iifoto, izilayidi, iividiyo, imfanekiso ephuma kwikhompyutha, imizobo, njl.)

	Bukela imifanekiso		Kopa imifanekiso"		Ukukhuphela imifanekiso*

3. **Ukuba irekhodi iza ingamagama arekhodiweyo okanye ulwazi olunokwenziwa lube sisandi:**

	Mamela isandi sekhasethi		Ukukhutshelwa kwesandi* Uxwebhu olubhaliweyo/oluprintiweyo

4. Ukuba irekhodi ikwikhompyutha, okanye ingohlobo olu-elektroniki, okanye uhlobo olufundeka ngomatshini:							
	Ikopi eprintiweyo yerekhodi *		Ikopi eprintiweyo yolwazi oluthathwe kwirekhodi"		Ikopi eluhlobo olufundeka kwikhompyutha* (istifi okanye iCD)		
Ukuba ucele ikopi okanye ukhuphelo lwerekhodi (njengalapha ngentla), unqwenela ukuba iposelwe kuwe? Ukuposa kuyahlawulelwa.						EWE	HAYI

G. Iinkcukacha zelungelo ofuna ukulisebenzisa okanye ukulukhusela

Ukuba imxinwa indawo yokubhala, gqibezela kwiphepha elisecaleni uze uliqhakamshele kule fomu. Ocelayo aze awasayine onke amaphepha awongezileyo.

1. Yitsho ilungelo eliza kusetyenziswa okanye eliza kukhuselwa:

_____

_____

2. Chaza isizathu sokufuna irekhodi oyicelileyo kweli lungelo ulikhankanye ngentla ofuna ukulisebenzisa okanye ukulikhusela:

_____

_____

H. Ukwaziswa ngesigqibo ngakwisicelo sakho

Uza kubhalelwa waziswe ukuba isicelo sakho sivunyiwe okanye sikhatyiwe. Ukuba ufuna ukwaziswa ngolunye uhlobo, cacisa lo ndlela unike neenkcukacha ezifunekayo ukuze isicelo sakho senzeke.

Ungathanda ukwaziswa njani ngesigqibo kwisicelo sakho sokufumana le rekhodi?

Isayinwe e……..……. ngomhla …….…… kwinyanga …… 20……..

_____

KUSAYINA UMCELI / UMNTU EKWENZELWA YENA ISICELO