I-Dube TradePort Corporation

Inkampani kaHulumeni WesiFundazwe
ngokuka Sheduli 3C we-PFMA

Imanuwali ye-PAIA

Njengoba kudingeka ngokweSigaba
14 soMthetho Wokugqugquzela
Ukutholakala KoLwazi, 2 wezi-2000
(njengoba uchitshiyelwe)

IMANUWALI YE-PAIA LE-DUBE TRADEPORT CORPORATION

Umbhali:	Tanya Wingfield	**Isikhundla:**	Umphathi woLwazi	
Ibuyekezwe ngu:	Anmol Rampaul	**Isikhundla:**	Umphathi woPhiko lwezoMthetho	
Ibuyekezwe ngu:	Nolufefe Ali	**Isikhundla:**	Isikhulu soPhiko olubhekele ukuSebenza kweNkampani	
Igunyazwe ngu:	Hamish Erskine emele ikomiti elikhulu	**Isikhundla:**	Umphathi Omkhulu	
Usuku lokuqala kokusebenza:	1 uSepthemba 2025	**Usuku lokubuyakeza imanuwali**	30 uAgasti 2026	
Inombolo yemanuwali	IM-PAIA-001	**Isimo semanuwali**	Ukubuyekezwa kanye ngonyaka kweManuwali ye- PAIA le-Dube Tradeport Corporation	

Okuqukethwe

IMANUWALI YE -PAIA YE-DUBE TRADEPORT CORPORATION

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1. INCAZELO YAMAGAMA KANYE NEZIFINYEZO

Ngokwale Manuwali ngaphandle uma umongo ubonisa okuhlukile:
"Imali ekhokhwayo" kushiwo inani lemali elibekiwe elikhokhwa ngenhloso yokuthola ulwazi. Lemali ikhokhela izindleko zokufuna kanye nokulungisa ulwazi olufunekayo kanye nesikhathi esengeziwe esisuke sidingeka ukuze kufunwe futhi kulungiswe ulwazi ukuze ludalulwe;
"u-CEO" kushiwo uMphathi omkhulu enkampanini;
"Umthethosisekelo" kushiwo Umthethosisekelo weRiphabhuliki yaseNingizimu Afrika ka-1996;
"Isekela Lesikhulu soLwazi" kushiwo lesosikhulu esiqokwa noma sinikezwe amandla yisikhulu soLwazi ukuthi sikwazi ukwenza imisebenzi ethile eqondene nokukhishwa kolwazi ngokugunyazwa yi-PAIA;
"I-DTPC" kushiwo iDube TradePort Corporation;
"Isikhulu soLwazi" lokhu kushiwo uMphathi omkhulu enkampanini noma lowo onesikhundla esifanayo okanye lowo osabambile kulesikhundla, lesikhulu saziwa ngele CIO;
"I-PAIA" isho UMthetho Wokugqugquzela Ukutholakala Kolwazi, ka-2000 (onguNombolo 2 ka-2000) njengoba uchitshiyelwe;
"I-PFMA" kushiwo UMthetho Nombolo 1 ka-1999 Wokuphathwa Kwezimali zikaHulumeni, njengoba uchitshiyelwe;
"POPIA" isho UMthetho Wokuvikelwa Kwemininingwane Yomuntu onguNombolo 4 ka-2013;
"Umfakisicelo Siqu" kushiwo lowo ofaka isicelo sokuthola amarekhodi anemininingwane yakhe njengomfakisicelo;
"uhlaka lukahulumeni" kushiwo - a) noma ngabe yimuphi umnyango kahulumeni kuhulumeni kazwelonke noma ezingeni lesifundazwe okanye umasipala ezingeni lohulumeni basekhaya. b) noma ngabe iyiphi isikhungo uma - **I-** sisebenzisa amandla noma senza umsebenzi ngokoMthethosisekelo noma ngokomthethosisekelo wesifundazwe; noma **II-** sisebenzisa amandla noma senza umsebenzi kahulumemi ngokwanoma yimuphi omunye umthetho;
"Umlawuli" kushiwo Umlawuli WoLwazi;
"iRekhodi" kushiwo noma yiluphi ulwazi oluqoshiwe kungakhathalekile ukuthi luqoshwe ngayiphi indlela, olusezandleni ze-Dube TradePort Corporation kungakhathalekile ukuthi iDube TradePort yiyo eyalenza lelo rekhodi noma cha;
"Isicelo" kushiwo isicelo sokuthola amarekhodi agcinwe yi-Dube TradePort Corporation;
"Umfakisicelo" kushiwo noma ngabe yimuphi umuntu (ngaphandle kwezinhlangano zomphakathi kanye nezikhulu zazo) ofaka isicelo sokuthola amarekhodi e-Dube TradePort Corporation lokhu kufaka nalabo abafaka izicelo ngokuthunywa ngumfakisicelo;
"SAHRC" kushiwo iKhomishana Yamalungelo Abantu YaseNingizimu Afrika;
"Umuntu wesithathu" kushiwo irekhodi eliphethwe ngomunye umuntu okungafaka uhulumeni wezwe langaphandle noma inhlangano ekhona kumazwe ngamazwe okanye uphiko lukahulumeni kungabalwa umfakisicelo othintekayo kanye nenhlangano yomphakathi.

2. INHLOSO YEMANUWALI YE-PAIA

UMthetho Wokugqugquzela Ukutholakala Kolwazi (i-PAIA) uthi kumele kushicilelwe iManuwali ye-PAIA elinemininingwane yamarekhodi agcinwe yilolo hlaka lukahulumeni ukuze kubhekelelwe izicelo zolwazi.

I-PAIA ifeza lokho okuqukethwe kwisigaba 32 soMthethosisekelo esikubeka kucace ukuthi wonke umuntu unelungelo lokuthola ulwazi olugcinwe uMbuso noma ngomunye umuntu uma ludingeka ukuze kusetshenziswe noma kuvikelwe noma ngabe yiliphi ilungelo.

Inhloso ye-PAIA, iwukukhuthaza ukubeka izinto obala nobuqotho ezinhlakeni zikahulumeni kanye nakulezo ezizimele. Lokhu kuyafundisa futhi kunikeza amandla abantu ukuthi baqonde amalungelo abo ngokwe-PAIA abangawasebenzisa futhi bawavikele.

LeManuwali ye-PAIA uyasiza ukuthi umphakathi ukwazi:

2.1. Ukubheka uhlobo lwamarekhodi angatholakala e-DTPC ngaphandle kokuthi kufakwe isicelo esisemthethweni.
2.2. Ukuqonda ukuthi sifakwa kanjani isicelo sokuthola amarekhodi e-DPTC;
2.3. Ukuthola yonke imininingwane yalobo abasiza amalunga omphakathi ngamarekhodi abafuna ukuwathola;
2.4. Ukwazi zonke izixazululo ezikhona e-DPTC ezimayelana nesicelo sokuthola ulwazi nokufinyelela kumarekhodi ngaphambi kokuya kuMlawuli noma ezinkantolo;
2.5. Ukuthola incazelo yosizo, izidingo nemisebenzi ehlinzekwa kumalungu omphakathi yi-DTPC, kanye nendlela yokuthola lokho;
2.6. Ukuthola incazelo yomhlahlandlela ochaza ngokuthi isetshenziswa kanjani i-PAIA, njengoba ichitshiyelwe nguMlawuli nokuthi utholakala kanjani lomhlahlandlela;
2.7. Inhloso yokusebenza imininingwane yomuntu ozicelelayo siqu kanye nencazelo yemikhakha yalabo imininingwane yabo engaphansi kolwazi oluthile, kanye nolwazi noma izigaba zolwazi oluhlobene nakho;
2.8. Ukwazi uma i-DTPC ihlele ukudlulisa noma ukusebenza imininingwane yomuntu ngaphandle kweRiphabhulikhi yaseNingizimu Afrika kanye nalabo abanganikezwa lemininingwane;
2.9. Ukwazi ukuthi i-DTPC inazo yini izinyathelo zokuphepha ezifanele zokuqinisekisa ukugcinwa kuyimfihlo, ubuqotho kanye nokutholakala kwemininingwane yomuntu esuke isazocutshungulwa;

3. IGUNYA ELINIKEZWE I-DTPC

Ukuze uthole ulwazi olwengeziwe ngezinjongo zamasu ze-DTPC, bheka uHlelo Lwesu lwe- DTPC olutholakala kwisizindalwembu (website): **(https://www.dubetradeport.co.za/).**

Ngokufingqiwe

DTPC iyiNkampani engaphansi koHlelo 3C eyasungulwa uhulumeni waKwaZulu-Natal ukuze kuthuthukiswe iDube TradePort. I-DTPC yasungulwa ngaphansi koMnyango Wezokuthuthukiswa Komnotho, Ezokuvakasha NezeMvelo (EDTEA) njengoba umsebenzi wayo uphathelene kakhulu ngokugqugquzela ukukhula komnotho kanye nokuheha ukutshala kwezimali kwesikhathi eside esifundazweni. Lenkampani iyona ephethe iDube TradePort Special Economic Zone (SEZ) futhi ibhekele ukuthuthukiswa kwengqalasizinda enkulukazi yesiFundazwe iDube TradePort.

Amagunya ezomthetho

Umthetho we-Dube TradePort ukutshalwa kwezimali kwesikhathi eside esiFundazweni. Lenkampani iyona ephethe iDube Corporation ongunombolo 2 ka 2010 (KwaZulu- Natal Dube TradePort Corporation, 2010 (uMthetho No. 2 ka 2010). Igunya elinikezwe i-DTPC ngokomthetho libekwe kuMthetho we-Dube TradePort Corporation waKwaZulu-Natali ongunombolo 2 ka-2010. Lo mthetho uchaza izinjongo ze- DTPC ngokuthi:

- Ukuthuthukisa iDube TradePort;
- Ukwenza amaphrojekthi noma ukutshala imali kumaphrojekthi ahlobene ne-Dube TradePort;
- Ukwenza lula ukukhula komnotho esiFundazweni ngokusebenzisa iDube Tradeport;
- Ukuheha ukutshalwa kwezimali kwesikhathi eside eSifundazweni;
- Ukwenza kube lula ukuhweba namanye amazwe ngempahla engena nome iphume nge-Dube TradePort;
- Ukusebenzisana neBhodi, ukwenza lemisebenzi elandelayo:
    - Ukuqinisekisa ukuhlelwa kwamasu, ukusungulwa, ukuklama, ukwakhiwa nokusebenza, ukuphathwa nokulawulwa kwe-Dube TradePort;
    - Ukuqalisa nokuphumelelisa uHlelo Olukhulu lokuthuthukisa umnotho wesifunda se Dube TradePort noweSifundazwe
    - Ukuphatha nokusebenzisa lokho enakho ngokuhambisana nezidingo zoHlelo Olukhulu;
    - Ukuhlonza, ukuthuthukisa, ukumaketha nokugqugquzela
    - amathuba okutshalwa kwezimali kwiDube TradePort;
    - Ukwakha uhlelo lokutshala izimali lwe-Dube TradePort.

Umthetho Wezindawo Zomnotho Ezikhethekile ongunombolo 16 ka-2014

NgoNtulikazi 2014, i-DTPC yanikezwa ilayisensi egunyaza ukuphatha i-DTPC Industrial Development Zone (IDZ). Ngo Nhlolanja 2016, kwamukelwa imithethonqubo ye-SEZ, okwenza ukuqala kokusebenza koMthetho Wezindawo Zomnotho Ezikhethekile ongunombolo 16 wezi-2014, i-DTPC yashintsha yaba i-SEZ futhi, ngoZibandlela 2016, yafakwa kwigazethi ngokusemthethweni kanjalo.

Lokho amasu enhlangano agxile kukona

umbono

Ukuba yinkundla ehamba phambili emhlabeni jikelele kwezokukhiqiza nezokuthutha emoyeni eNingizimu ne-**Afrika enokuxhumana okusezingeni eliphezulu endaweni yedolobha elinobuchwephese bamanje.**

Impokophelo

Ukuqguqguzela ukukhula komnotho okuhlomulisa bonke abantu

- Ukwenza isimo esizokwenza kube lula ukwakha idolobha ngasesikhumulweni sezindiza ngokuqinisekisa ukuthi kunohlelo oluphambili lokwakha lelidolobha kanye nokuletha ingqalasizinda
- Ukuheha ukutshalwa kwezimali kuphinde kuvikelwe utshalomali olukhona ngokwakhiwa nokusetshenziswa kwe-Special Economic Zone kanye nezinye izindawo zohwebo,
- Nokukhulisa ibhizinisi nohwebo ngokuqinisekisa ukwandisa ukugcinwa nokuthuthwa kwezimpahla kanye nokusungula imizila emisha kwisifunda kanye nasemhlabeni jikelele.

Okuyigugu kithi

Ekusebenzeni kwayo i-DTPC izibophezele ukulandela izimiso ezicacile:

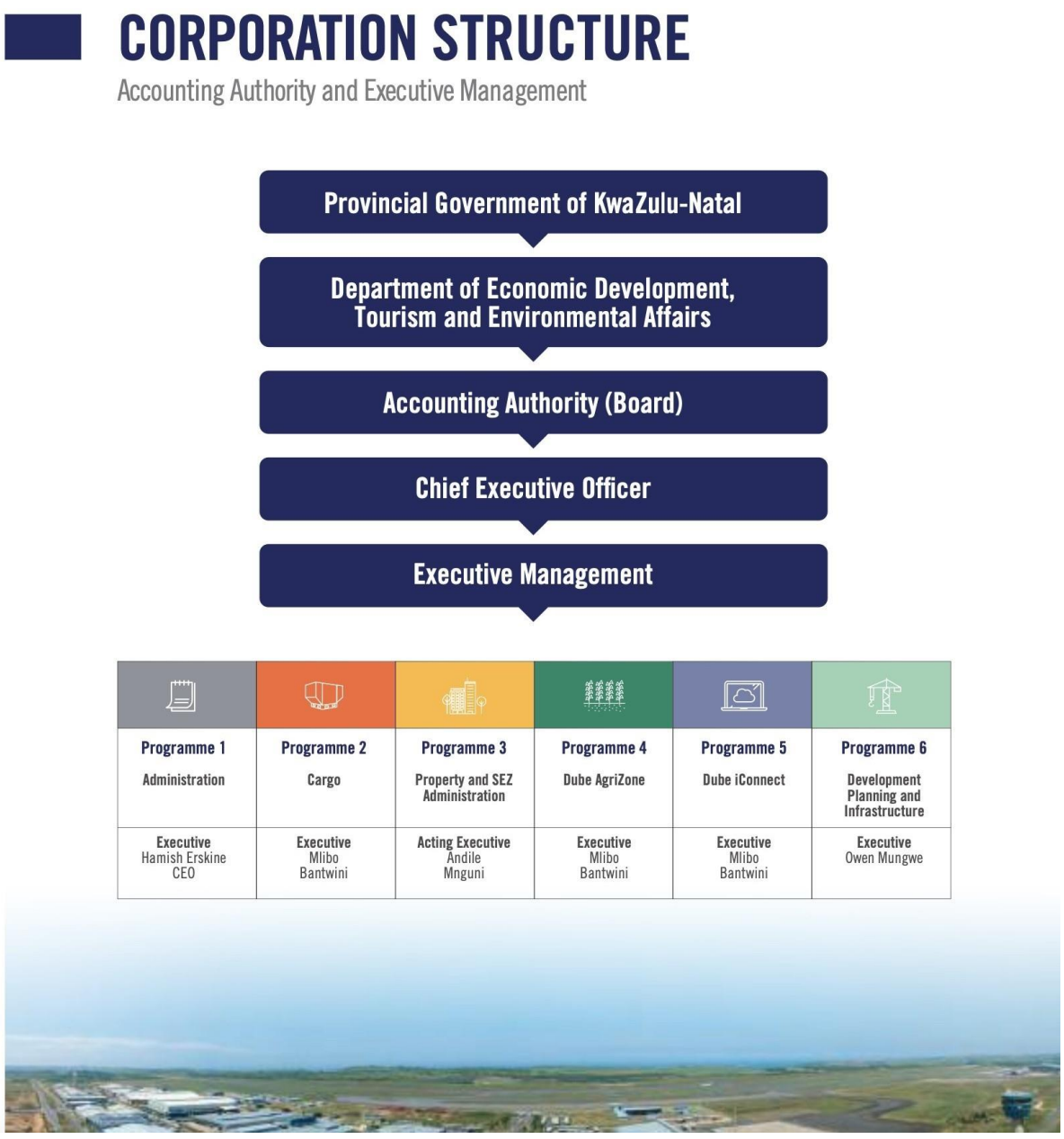
Amagugu/ Izimiso

Ubungcweti ekusebenzeni	Ukuba nothando ngokusebenza ngendlela etshengisa ubungcweti ukwenza njalo ngobuqotho ngendlela enobuqotho yokuziphatha.
Ubuntu	Ukudala ubudlelwano obuvulelekile, obuthembekile, obakhelwe phezu kokwethembana, ukuhloniphana, ubunye, isithunzi, ukulunga kanye nokwamukela ukuhlukahlukana.
Ukunika amandla namathuba	Ukukhuthalela ukwenza uguquko lwezomnotho nezenhlalo kanye ne-ajenda yokuthuthukisa ababambiqhaza.
Ukusungula izinto ezintsha	Ukuphumelela ngamaqembu anobuhlakani navumelana nezimo.
Umsebenzi oseqophelweni eliphezulu	Ukuhlinzeka kwezidingo nomsebenzi osezingeni eliphezulu kumakhasimende ethu kanye nababambiqhaza.

4. UMUMOHLAKA WE-DTPC

Njengamanje i-DTPC iphethwe uMphathi Omkhulu osizwa yiqembu lezikhulu ezibhekele izinhlelo ezahlukene.

Umdwebo otshengisa umumohlaka wenkampani1



5. IMININGWANE OKUFANELE ISETSHENZISWE UMA KUFAKWA ISICELO SOKUTHOLA ULWAZI KWI-DTPC (NGOKWESIGABA 14(A) (B))

Ngokwe-PAIA, Umphathi Omkhulu enkampanini (CEO) uyena oba yisikhulu soLwazi (CIO). Umsebenzi we-CIO ukwakha amacebo ukuqinisekisa ukuthi i-DTPC ihlinzeka intuthuko eqondene nalokho egunyaziwe ukukwenza futhi lokhu kwenziwe ngendlela engenazihibe futhi eseqophelweni eliphezulu.

Imibuzo ejwayelekile kany nezicelo kungathunyelwa kwikheli le imeyili ethi: *PAIAandPOPIA@dubetradeport.co.za*

5.1. Isikhulu SoLwazi

Imininingwane yokuxhumana nesikhulu soLwazi kwi-DTPC imi kanje:

5.1.1. Umphathi Omkhulu

Mnuz. Hamish Erskine Ikheli le imeyli: hamish.erskine@dubetradeport.co.za

5.2. AmaSekela eSikhulu soLwazi

Abafaka izicelo zolwazi kudingeka ukuba babhekise zonke izicelo kumasekela esikhulu soLwazi (DIOs). Umsebenzi wamaSekela eSikhulu soLwazi ukuhlanganisa konke okuqondene nokutholakala kolwazi okuhambisana nomthetho kanye nemigudu okumele ilandelwe ngokwe-PAIA.

Imininginwane yokuxhumana ingezansi:

5.2.1. Isikhulu esibhekele ukusebenza kwenkampani

Ms. N Ali Ikheli le imeyli: Nolufefe.Ali@dubetradeport.co.za

OKANYE

5.2.2. Umphathi woLwazi

Ms. T Wingfield Ikheli le imeyli: Tanya.wingfield@dubetradeport..co.za

5.3. Inhlokohhovisi ye-DPTC

Ikheli Leposi:
PO Box 57757
King Shaka Airport
4407

Ikheli lomgwaqo:
29° South
7 Umsinsi Junction
La Mercy
KwaZulu-Natal 43

Inombolo yocingo: +27 32 814 0000
Inombolo ye Fax: +27 32 814 0100
Isizindalwembu (Website): www.dubetradeport.co.za

6. UKUPHIKISA ISINQUMO KANYE NEZIXAZULULO EZIKHONA

Umfakisicelo (okanye omunye umuntu wesithathu) uvumelekele, phakathi kokunye, ukuthi aphikise isinqumo esithathwe yiSikhulu soLwazi (CIO) ngalezizathu ezilandelayo:

- Ithenda noma ukukhokhwa kwemali yesicelo;
- Ithenda noma ukukhokhwa kwediphozithi;
- Imali yokuthola ulwazi okumele ikhokhwe yeqe kakhulu;
- Indlela enikeziwe yokuthola irekhodi;
- Ukwenqatshwa kwesicelo;
- Ukunwetshwa kwesikhathi sokuphendula isicelo okungafanele;
- Ukwehluleka ukudalula amarekhodi;
- Ukuvunywa kwesicelo sokuthola irekhodi;
- Ukwenqatshwa kwesicelo sokungakhokhiswa.

Izixazululo ezikhona zimi kanje:

6.1. Isikhalazo Sangaphakathi

Lokhu akusebenzi ngenxa yokuthi incazelo yohlaka lukahulumeni kwi-PAIA ayiyifakile i- DTPC.

6.2. Uhlelo lokufaka isikhalazo esiya kuMlawuli WoLwazi

6.2.1. Isikhalazo esiya kuMlawuli kufanele sifakwe zingakapheli izinsuku eziyi-180 ngemuva kokuthola isinqumo se-DPTC.

6.2.2. Umfakisicelo angafaka isikhalazo kuMlawuli WoLwazi uma engajabule ngesinqumo seSikhulu SoLwazi, ngalezimo ezilandelayo
- Ukwenqaba isicelo sokuthola ulwazi
- Ukunweba isikhathi sokusingatha isicelo;
- Ukukhipha imvume yokuthola ulwazi ngendlela ethile.

6.2.3. Umuntu wesithathu angafaka isikhalazo kuMlawuli, uma enganelisekile ngesinqumo seSikhulu soLwazi esimayelana nokunikeza imvume yokuthola ulwazi.

Isikhalazo esiya kuMlawuli kufanele sibhalwe phansi futhi nefomu lesikhalazo kufanele ligcwaliswe, (kungaba ngesandla noma kwi-inthanethi). Ifomu lesikhalazo, iFomu 5, liyatholakala kwisizindalwembu (website) soMlawuli,: (https://www.justice.gove.za/inforeg/).

6.3. Inqubo yokufaka isikhalazo eNkantolo

6.3.1. Isikhalazo esifakwa eNkantolo kumele sifakwe kungakapheli izinsuku eziyi-180 kusukela ngosuku lwesinqumo se-DPTC noma soMlawuli.

6.3.2. Umfakisicelo noma umuntu wesithathu angafaka isikhalazo enkantolo ngenhloso yokuthola usizo olufanele uma enganelisekile ngesinqumo seSikhulu soLwazi kulezi zimo ezilandelayo:
- Ukwenqatshwa kwesicelo sokuthola ulwazi;
- Imali ekhokhwayo;
- Ukunwetshwa kwesikhathi sokusingatha isicelo; noma
- Ukukhishwa kwemvume yokuthola ulwazi ngendlela ethile.

7. UNGAWUTHOLA KANJANI UMHLAHLANDLELA WE-PAIA

Umhlahlandlela we-PAIA uzotholakala kwisizindalwembu (website) yoMlawuli WoLwazi (https://www.justice.gov.za/inforeg/). Uma kukhona ofuna ukukubuza mayelana nalokhu ungaxhumana ngqo noMlawuli WoLwazi ku:

Umlawuli WoLwazi

Ikheli Lomgwaqo:
JD House
27 Stiemans Street
Braamfontein
Johannesburg
2001

Ikheli Leposi:
PO Box 31553
Braamfontein
Johannesburg
2017

I-imeyli: PAIACompliance@inforegulator.org.za

Umhlahlandlela uyatholakala nakwI-DTPC. Qondisa yonke imibuzo kwiSekela Lomphathi WoLwazi kwikheli elishiwo ngenhla.

8. IZINHLOBO ZAMAREKHODI AGCINWE YI-DTPC

Lesisigaba seManuwali sitshengisa izinhlobo zamarekhodi agcinwe yi-DTPC ngenhloso yokusingatha izicelo zokuthola ulwazi ngokwe-PAIA. Kodwa kubalulekile ukuqonda ukuthi ukubalwa uhlobo noma isihloko serekhodi akusho ukuthi sonke isicelo sokuthola lamarekhodi siyovunywa. Zonke izicelo zokuthola ulwazi ziyohlaziywa ngasinye ngokwezinhlinzeko ze-PAIA

Izinhlobo zamarekhodi enziwe yi-DTPC zihlukaniswe ngendlela ebhalwe ngezansi:

- Ngokohlelo lwamafayela lokubhalelana,amafayela amayelana nokwesekwa kwamasu, imisebenzi ewumongo kanye nezinqubo zokusebenza;
- Nohlelo Lokulawula Amarekhodi amanye amarekhodi.

Uphiko Izinhlobo zama	Rekhodi Efingqiwe
Ezokuphatha	Imibiko Yonyaka Ukusebenza Nezinhlelo Zamasu Imigomo Izinhlelo zokusebenza Imibiko ngokusebenza Komntho omkhulu Amarekhodi ezezimali Amarekhodi okuphathwa kwempahla yenkampani Amarekhodi emibiko yokwabiwa kwezimali Amarekhodi Okuphathwa Kokuthengwa Kwempahla Nezidingo Amarekhodi enkontileka Amarekhodi ezokuphepha Amarekhodi e-CSI Amarekhosi okuphathwa kwoLwazi Amarekhodi eqondene nezimoto kanye nokuthutha Amarekhodi ezokuxhumana nokumaketha Amarekhodi aqondene nabasebenzi Amarekhodi esimo sempilo Amarekhodi ngokulawulwa kwengozi Amarekhodi ezomthetho Amarekhodi e-ICTG
Amarekhodi okuthuthukiswa Kwempahla kanye nokusebenza	Amarekhodi ezokuphepha Amarekhodi okusebenza Amarekhodi okugcinwa kwempahla isesimweni Amarekhodi ezokuthutha nokugcinwa kwempahla
Umhlaba nezakhiwo okusetshenziselwa ibhizinisi	Amarekhodi okuphatha izinsiza Amarekhodi amayelana nokuqashisa Amarekhodi okuqasha Amarekhodi okuthuthukiswa kwezakhiwo Amarekhodi ephothifoliyo yomhlaba
Amarekhodi empahla nokusebenza	Amarekhodi ezokuphepha Amarekhodi okuphathwa kwempahla Amarekhodi ezinsiza, ubunjiniyela kanye nokugcina impahla isesimweni
AgriZone	Amarekhodi ngokwenziwa yi-AgriZone Amarekhodi okusebenza Izinhlelo zokwenza amapulazi aqhubeke asimame Izinhlelo zokuqeqesha Amarekhodi okuphathwa kwamanzi Amarekhodi okuhlelwa kanye nokuvuselelwa komhlaba Amarekhodi okugcinwa kwempahla isesimweni kanye nezobuchwepheshe Amarekhodi e-AgriLab Amarekhodi ocwaningo nentuthuko Amarekhodi elabhorethri
Dube iConnect	Amarekhodi okusekela ukusebenza Amarekhodi okuthengisa nokuthuthukiswa komkhiqizo Amarekhodi okuphathwa kwephrojekthi Amarekhodi enkokhelo nesiphakamiso

Ukuhlelelwa Kwentuthuko kanye Nengqalasizinda	Amarekhodi okuthengwa komhlaba – amatayitela nezivumelwano Izinhlelo, Izifundo nemibiko Amarekhodi okuphathwa kwemvelo Amarekhodi okuhlela Amarekhodi obuchwepheshe Amarekhodi e-GIS Amafayela ephrojekthi Amarekhodi okwakha nawekhwalithi yokwakha Izinhlelo zobunjiniyela nemidwebo
Ukutshalwa kwezimali	Amarekhodi okukhuthaza ukutshalwa kwezimali Amarekhodi e-one-stop-shop Amarekhodi e-Sector Analysis Amarekhodi okuphatha uhlelo Amarekhodi ocwaningo

9. AMAREKHODI ATHOLAKALA NGAPHANDLE KOKUTHI KUFAKWE ISICELO NGOKWESIGABA 15(2) SOMTHETHO

Amarekhodi athile ayatholakala ngqo kwisizindalwembu esisemthethweni se-DPTC ku: https://www.dubetradeport.co.za/ futhi uyakhuthazwa ukuthi ulandele lomgudu ngaphambi kokufaka isicelo.

Akuphoqelkile ukuthi kukhokhwe izimali zesicelo, kodwa kungenzeka ukuthi kudingeke ukuthi kukhokhwe izimali ezinqunyiwe zokuthola ulwazi nokwenza amakhophi.

Izinhlobo zamarekhodi	**Imininingwane**
Okokumaketha inkampani	Izindaba ezishicilelwe emaphepheni Izincwajana Izitatimende eziya kwabezindaba Izithombe
Amabhuku enkampani	Imibiko Yonyaka Amasu enkampani Izinhlelo zokusebenza zonyaka Isitifiketi se-BBBEE Ibhukwana le-PAIA Imibandela yokusebenza yamakomiti ahlukene
Amathenda	Inqubomgomo yokuthengwa kwempahla nokuhlinzekwa kwemisebenzi Inqubo Yezikhalazo zangaphakathi - RFP Ukuthengwa kwempahla nguhulumeni – Izimo ezijwayelekile zenkontileka Izikhangiso Imiklomelo nokukhanselwa Uhlu lwamathenda atholiwe Isivumelwano se-POPIA sokudluliswa kolwazi
Izikhala Zomsebenzi	Imininingwane Yomsebenzi/ Izikhangiso Zomsebenzi

10. INQUBO ELANDELWAYO UMA KUFAKWA ISICELO SOKUTHOLA AMAREKHODI AGCINWE YI-DTPC

10.1. Ulwazi oluyisendlalelo olufaka lokho okudingwa yi-POPIA

Isigaba 18 se-PAIA sibeka inqubo okufanele ilandelwe uma kwenziwa isicelo sokuthola ulwazi oluphethwe yi-DTPC. Isigaba 23(1) se-POPIA naso sihlinzeka ngenqubo yokuthola imininingwane yomuntu. Indlela yokuthola imininingwane yomuntu ngokwesigaba 23 se- POPIA kufanele ihambisane nesigaba 18 se-PAIA.

Umfakisicelo yinoma yimuphi umuntu owenza isicelo sokuthola irekhodi le-DTPC futhi kulokhu i-PAIA ihlukanisa phakathi kwezinhlobo ezimbili zabafakizicelo zokuthola ulwazi okungukuthi **umfakisicelo siqu** (ofuna ulwazi olungaye) kanye **nomunye umfakisicelo.**

- **Umfakisicelo Siqu** yilowo muntu othinteka ngqo kulwazi oluthile, okuthi, ngemva kokunikeza ubufakazi obanele bokuzazisa afune ulwazi oluqukethe imininingwane ngalowo othinteka ngqo kulwazi. Ngokwemigomo ye-PAIA kanye ne-POPIA, i-DTPC izohlinzeka ngolwazi oluceliwe, noma inikeze nganoma yiliphi irekhodi mayelana nemininingwane yomuntu ngesikhathi esifanele, (ngemali enqunyiwe, uma ikhona) futhi ngendlela efanele, ngefomethi nangefomu eliqondakalayo ngokujwayelekile. Imali enqunyiwe yokukhiqiza kabusha imininingwane yomuntu eceliwe izokhokhiswa yi-DTPC.
- Umuntu owela esigabeni **somunye Umfakisicelo** unegunya lokucela ukuthola ulwazioluphathelene nabantu besithathu. Nokho, i-DTPC ayiphoqelekile ukuthi inikeze lolulwazi ngaphambi kokuba umfakisicelo enze konke okufanele ngokwe- PAIA kanye ne-POPIA.

10.2. Ukuqala isicelo se-PAIA

Imithethonqubo kanye neSigaba 18 soMthetho sibeka ukuthi umfakisicelo kumele anikeze ulwazi olulandelayo:

- Imininingwane yalowo ocela ukuthola irekhodi;
- Indlela yokuthola ulwazi njengoba ibekwe esigabeni 29;
- Imininingwane yalelo rekhodi elicelwayo;
- Imininingwane yokuxhumana yomfakisicelo (ikheli leposi/inombolo yefeksi/ikheli le-imeyli);
- Imininingwane yokuthi irekhodi eliceliwe libe ngaluphi ulimi;
- Uma umfakisicelo ecela ulwazi egameni lomunye umuntu, kumele kukhonjiswe isikhundla afaka ngaso lesisicelo;
- Uma umfakisicelo efisa ukwaziswa ngesinqumo nganoma iyiphi indlela, ngaphezu kwesaziso esibhaliwe, isibonelo ngocingo, lokhu kumele kukhonjiswe; kanye
- Nenkomba yokuthi umfakisicelo ufisa ukwaziswa kanjani ngesinqumo mayelana nesicelo sokuthola irekhodi noma amarekhodi athintekayo.

Abafakizicelo abangakwazi ukufunda noma ukubhala bangenza izicelo ngomlomo kaSekela weSikhulu soLwazi okufanele agcwalise ifomu lesicelo futhi anikeze umfakisicelo ikhophi.

I-DTPC iyozama ukunikeza ulwazi ngendlela eceliwe ngaphandle uma lokhu kuyophazamisa ukusebenza kahle kwe-DTPC. I-DTPC iyophinde icabangele ukulondolozwa kwamarekhodi kanye nokwephulwa kwelungelo lobunikazi lapho ukucutshungulwa kudingekile. Izimali zokuthola ulwazi ziyobalwa ngokwendlela umfakisicelo ayecele ngayo irekhodi ekuqaleni.

Umfakisicelo kufanele akhokhe imali enqunyiwe ngaphambi kwanoma yikuphi lokho kucutshungulwa.

10.3. Izinyathelo zokufaka Isicelo se-PAIA

Lezinyathelo ezilandelayo kumele zilandelwe uma kufakwa isicelo sokuthola irekhodi:

ISINYATHELO 1: ISICELO

Uma umuntu edinga ukufinyelela olwazini olugcinwe yi-DTPC, kumele agcwalise ifomu lesicelo (Ifomu 2) bese elihambisa ku-CIO (imininingwane iyatholakala kwiBhukwana le- PAIA lase-DTPC). Umfakisicelo kufanele futhi akubeke kucace ukuthi ufuna ikhophi yerekhodi noma ufuna kuthi lelorekhodi azolibonela ezakhiweni zase-DTPC.

Usekela weSikhulu soLwazi kufanele asize umfakisicelo ngesicelo ukuze kuqinisekiswe ukuthi isicelo siyahambisana nalokho okufunwa uMthetho. Usekela weSikhulu soLwazi akumele asenqabe isicelo uma singagcwalisiwe ngokuphelele noma ngendlela efanele.

Usekela weSikhulu soLwazi uyokwazisa umfakisicelo isebenzisa Isaziso Sokungalandelwa KweNqubo mayelana nenhloso yakhe yokwenqaba isicelo. Esimweni esinjalo, umfakisicelo angahlinzeka imininingwane ethe xaxa mayelana nesicelo.

Njengoba kudingeka ngokoMthetho, imali yokufaka isicelo kufanele ihambisane nesicelo solwazi uma ingaveli kumfakisicelo siqu noma umuntu okhululiwe ukuthi akhokhe lemali.

ISINYATHELO 2: UKUQINISEKISA NOKUVUMA

Usekela weSikhulu soLwazi uthola futhi uqinisekisa isicelo ngenhloso yokuqinisekisa ukuthi ulwazi oludingekayo luyatholakala ngaphakathi kwi-DTPC. Isicelo sibe sesiyemukelwa, sinqatshwe noma sidluliselwe ophikweni olufanele ngokolwazi oludingekayo. Isicelo sizovunywa ngaphandle uma isinqumo sihlehliswa noma singanqatshwa ngenxa yezizathu ezishiwo eSahlukweni 4 seNgxenye yesi-2 yoMthetho. Kuzokhishwa nesaziso sokwazisa umfakisicelo ngemali yokuthola ulwazi (uma ikhokhwa); isimo sesicelo; bese umfakisicelo enikezwa inombolo yesicelo (Ifomu 3).

ISINYATHELO 3: UKUSINGATHWA NOKUCUTSHUNGULWA KWEMININGWANE

Uma isicelo sivunyiwe, i-DTPC iyoqoqa ulwazi futhi ilulungisele ukulukhipha iphinde ibale nezindleko zalokho.

ISINYATHELO 4: ISAZISO SOKUGCINA

Umfakisicelo uyokwaziswa uma sekuqediwe ngesicelo kanye nangezimali ezisasele okumele zikhokhelwe i-DTPC

ISINYATHELO 5: INKOKHELO NOKUTHUNYELWA

Uma inkokhelo (njengoba kushiwo eSinyathelweni 4) isitholiwe (kuhlanganisa nenqubo yokukhokha eSinyathelweni 1), imininingwane lyonikezwa umfakisicelo.

10.4. Okubhekwayo kwisicelo

IZIZATHU ZOKUNQABA

Izizathu zokwenqaba isicelo zivezwe eNgxenyeni 2 yeSahluko sesi-4 futhi zifaka ukuvikelwa okuyisibopho kwalokhu

- Imininingwane yangasese yomuntu wesithathu ongumuntu phaqa;
- Amarekhodi athile oPhiko Lwezentela LwaseNingizimu Afrika;
- Ulwazi lwezebhizinisi lomuntu wesithathu;
- Ulwazi oluthile oluyimfihlo, nokuvikelwa kolunye ulwazi oluyimfihlo, lomuntu wesithathu;
- Ukuphepha kwabantu, nokuvikelwa kwempahla;
- Amarekhodi avinjelwe ukukhiqizwa ezinqubweni zomthetho;
- Ezomnotho kanye nenhlalakahle yezezimali zeRiphabhulikhi kanye nemisebenzi yezohwebo yezinhlaka zikahulumeni;
- Ucwaningo olwenziwe umuntu wesithathu, kanye nokuvikelwa kolwazi locwaningo lohlaka lukahulumeni; noma
- Ulwazi oluthile oluphathelene nokusebenza kwezinhlaka zikahulumeni;
- Izicelo ezibonakala zingenasisekelo okubonakala kungaholela ekuchithekeni kwezimali nesikhathi okungenasidingo.

UKUDALULWA OKUYIMPOQO KWAMAREKHODI OKUZOZUZISA UMPHAKATHI

Ngaphandle kwezinye izinhlinzeko ze-PAIA, u-CIO kumele avume isicelo sokuthola irekhodi le-DPTC uma:

Ukudalulwa kwerekhodi kuzoveza ubufakazi balokhu:

- Ukwephulwa okukhulu, noma ukwehluleka ukuthobela umthetho; noma
- Ingozi yokuphepha komphakathi eseduze futhi ebucayi noma ukuba sengcupheni kwezemvelo; kanye
- Nokuzuza komphakathi ekudalulweni kwerekhodi kubaluleke kakhulu kunokulimala okungase kubangelwe ukukhishwa kwerekhodi.

10.5. Isikhathi Sokucubungula Izicelo

I-DTPC izoba nezinsuku ezingama-30 ukuthatha isinqumo ngesicelo esifakiwe.

I-DTPC iyokwazisa umfakisicelo uma ngabe kunesidingo sokunwetshwa kwesikhathi, izizathu zokunwetshwa kwesikhathi zichaziwe kwisigaba 26(1) se-PAIA.

11.IZIMALI EZINQUNYIWE

Izimali ezinqunyiwe zibalulwe kwiSithasiselo B seMithethonqubo ye-PAIA.

Imininingwane ye-Akhawunti yaseBhange ye-DTPC:

Ibhange: ABSA

Uhlobo Lwe-Akhawunti: Current Account Public Sector

Inombolo Ye-Akhawunti: 4056873817

Inombolo ye-Gatsha: Ireferensi: PAIA Isibongo (soMfakisicelo)

Ubufakazi benkokhelo kufanele buthunyelwe kuSekela weSikhulu soLwazi ngaphambi kokuba noma yisiphi isicelo sicutshungulwe futhi buvele esitatimendeni sasebhange se- DTPC (imininingwane yokuxhumana ingaphakathi kwiBhukwana le-PAIA lase-DTPC). Ubufakazi benkokhelo kufanele buhanjiswe nefomu lesicelo.

12. UKUSETSHENZWA KWEMININININGWANE YOMUNTU

12.1. Inhloso yokusebenza imininingwane yomuntu yI-DTPC

I-DTPC isebenza imininingwane yomuntu egcinwe yiyo ngokufeza izibopho zayo ezisemthethweni ngaphansi koMthetho waKwaZulu-Natali we-Dube TradePort Corporation onguNombolo 2 wezi-2010 kanye noMthetho Wezindawo Zomnotho Ezikhethekile ongunombolo 16 wezi-2014, nangokuhambisana neminye imithetho efanele njengoMthetho Wokuphathwa Kwezimali zikaHulumeni Woku-1 ka-1999, Imithethonqubo Yomgcinimafa Kazwelonke, Umthetho Wezobudlelwano Bezabasebenzi wama-66 we-1995 kanye noMthetho Wemigomo Eyisisekelo Yokuqashwa wama-75 we-1997, ukubalula nje okumbalwa. Isigaba esigcwele somthetho osebenzayo osebenza e-Dube TradePort ubhalwe ngaphakathi kwethebula leqoqo lezomtheth

12.2. Abantu abathintekayo kanye nemininingwane yabo

AbantuImininingwane yabantu engacutshungulwa ngenhloso yokudalula abathintekayo	
Umuntu phaqa	Igama nesibongo, imininingwane yokuxhumana, ikheli lendawo yokuhlala, leposi, noma lebhizinisi, inombolo kamazisi ehlukile/inombolo kamazisi kanye nezincwadi eziyimfihlo njll.
Abantu ngokomthetho	Amagama abantu okuxhunyanwa nabo, igama lenhlangano esemthethweni, ikheli lendawo neleposi, imininingwane yokuxhumana izinombolo zokubhalisa, izinombolo ze-akhawunti njll.
Abacebisi okanye amakhonsalthenti	Igama lomuntu okuxhunyanwa naye, igama lebhizinisi, ikheli lendawo neleposi, nemininingwane yokuxhumana, inombolo yokubhalisa
Abahlinzeki bemisebenzi nezidingo abahlongozwayo nabanezinkontilek a	Amagama abantu okuxhunyanwa nabo, igama lebhizinisi, amagama abaqondisi nabanikazi bamasheya, ikheli lendawo neleposi kanye nemininingwane yokuxhumana, imininingwane yezezimali, inombolo yokubhalisa, imibhalo yokusungula, imininingwane ehlobene nentela abasayini abagunyaziwe, ukufukulwa kwabantu abamnyama kwezomnotho okubanzi (B-BBEE) isimo, izinhlangano ezixhumene amasu ebhizinisi njll.
Abasebenzi/ Amalunga eKomidi	Ubulili, ukukhulelwa, isimo somshado, uhlanga, ubudala, ulimi, ulwazi lwemfundo (iziqu), ulwazi lwezezimali, umlando wokuqashwa izinombolo zikamazisi, ikheli leposi, imininingwane yokuxhumana irekhodi lobugebengu, impilo kahle kanye namalungu omndeni ezempilo, ubuzwe, imvelaphi, isimo sempilo yomzimba noma yengqondo, ukukhubazeka, ulwazi lwebhayomethrikhi, izinhlangano ngokomsebenzi, kanye nobufakazi njll.

12.3. Labo abangathola noma abanganikezwa imininingwane yomuntu

12.3.1. I-DTPC inganikezela kubasebenzi bayo ngemininingwane yomuntu othinteka kulwazi njengengxenye yokufeza igunya layo elingokomthetho.

12.3.2. I-DTPC inganikezela ngemininingwane yomuntu othinteka kulwazi kulabo abahlinzeka imisebenzi ethile kwI-DTPC.

12.4. Uhlelo lokukhipha imininingwane yomuntu ngaphandle kwemingcele

I-DTPC ayinalo uhlelo lokukhipha imininingwane yomuntu ngaphandle kwemingcele yakuleli.

I-DTPC icele ukuthi izinsiza zokubeka impahla e-Dube iConnect zingafakwa ngaphansi koMlawuli WoLwazi.

12.5. Incazelo yoHlelo lokuVikelwa koLwazi

I-DTPC inomnyango we-ICT,onenqwaba Yezinqubomgomo nezinyathelo ezibekiwe zokuvikela ulwazi lwe-DTPC.

13. UKUTHOLAKALA KWEMANUWALI YE-PAIA (ISIGABA 14(3))

13.1. Le Manuwali izotholakala ngezilimi ezintathu ezisemthethweni.

13.2. IManuwali itholakala kulezindawo ezilandelayo:

Enhlokohhovisi ye-DPTC (ngamahora okusebenza 08:00 – 16:30) 29°South
7 Umsinsi Junction La Mercy
KwaZulu-Natal, 4399

- Kwisizindalwembu se-DPTC ku www.dubetradeport.co.za kanye naku
- KuMlawuli woLwazi uma kufakwe isicelo.

13.3. Imali ekhokhwayo ukuze kutholakale ikhophi yomqulu ,njengoba kubekiwe kwiSithasiselo B seMithethonqubo, iyokhokhelwa ngekhophi ngayinye ewu-A4 egayiwe.

14. UKUBUYEKEZWA KWEMANUWALI YE-PAIA (ISIGABA 14(2))

Uma kunesidingo, i-DTPC iyobuyekeza iphinde ishicilele loMqulu njalo ngonyaka.

15. ANNEXURES

Form 1 – Request for a Copy of the Guide from an Information Officer

Ifomu 1 – Umhlahlandlela utholakala kwisikhulu esibhekele ulwazi.

Form 2 – Request for Access to a Record

Ifomu 2 – Isicelo Sokuthola ulwazi.

Form 3 – Outcome of Request and of Fees Payable

Ifomu 3 – Umphumela Wesicelo kanye Nezimali Ezikhokhwayo.

Form 4 – Internal Appeal Form

Ifomu lesi-4 – Ifomu Lokudluliswa Kwezikhalazo Kwangaphakathi.