



small business  
development

Department:  
Small Business Development  
REPUBLIC OF SOUTH AFRICA

# Bukana ya Thotloetso ya Phitlhelelo ya Tshedimosetso

**E rulagantswe go ya ka karolo ya 14 ya Molao wa 2  
wa Thotloetso ya Phitlhelelo ya Tshedimosetso wa  
2000**

**REBOTSWE KE  
MOKAEDIKAKARETSE WA NAKWANA**

**Leina: Moh. T.G. Manzini**

**Tshaeno:**



**Letlha: 04 February 2025**

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## A. DIKHUTSHWAFATSO LE DIAKERONIMI

| <b>DIAKERONIMI</b> | <b>DITLHALOSO</b>                                                                         |
|--------------------|-------------------------------------------------------------------------------------------|
| APP                | Thulaganyo ya Ngwaga ya Tiragatso                                                         |
| BBSDP              | Lenaane la Tlhabololo ya Tlamele ya Kgwebo ya Bantsho                                     |
| BCEA               | Molao wa Maemo a Motheo a Tiro, No ya 75 wa 1997, jaaka o tlhabolotswe)                   |
| BEE                | Maatlafatso ya Bantsho mo Ikonoming                                                       |
| CEO                | Motlhankedikhudutamagamogolo                                                              |
| CIPC               | Khomišene ya Ditlamo le Thoto ya Tlhaloganyo                                              |
| Molaotheo          | Molaotheo wa Rephaboliki ya Aforikaborwa, 1996                                            |
| CIS                | Sekema sa Thotloetso ya Dikgwebotlhakanelo                                                |
| DBSA               | Banka ya Tlhabololo ya Borwa jwa Aforika                                                  |
| DDG                | Motlatsa Mokaedikakaretso                                                                 |
| DIO                | Motlatsa Motlhankedi wa Tshedimosetso                                                     |
| DG                 | Mokaedikakaretso                                                                          |
| DSBD               | Lefapha la Dikgwebopotlana le Tlhabololo                                                  |
| EEA                | Molao wa Tekatekano ya go Thapa wa 1998 (Molao wa No. ya 55 wa 1998 jaaka o tlhabolotswe) |
| ISP                | Thuthuso ya Lenaane la Tshegetso                                                          |

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|         |                                                                                         |
|---------|-----------------------------------------------------------------------------------------|
| ICT     | Tlhaeletsano ya Tshedimose tso le Thekenoloji                                           |
| LRA     | Molao wa Dikamano tsa Badiri, 1995 (No 66 wa 1995, jaaka o tlabelotswe)                 |
| NIBUS   | Togamaano ya Bosetšhaba ya Kgodiso ya Dikgwebo tse di sa Tlhomamang                     |
| ODG     | Kantoro ya ga Mokaedikakaretso                                                          |
| PAIA    | Molao wa Thotloetso ya Phitlhelelo ya Tshedimose tso wa 2000 (Molao wa No.ya 2 wa 2000) |
| PAJA    | Molao wa Thotloetso ya Tsamaiso ya Boisi amisi wa 2000 (Molao wa No.ya 3 wa 2000).      |
| POPIA   | Molao wa Tshireletso ya Tshedimose tso ya Sebele, No ya 4 wa 2013                       |
| PDA     | Molao wa Ditshenolo tse di Sireleditsweng wa 2000 (Molao wa No. ya 26 wa 2000)          |
| PFMA    | Molao wa Taolo ya Matlotlo a Puso, No ya 1 wa 1999                                      |
| PPA     | Molao wa Mosireletsi wa Setšhaba wa 1994 (Molao wa No. ya 23 wa 1994)                   |
| PSA     | Molao wa Tirelopuso wa 1994 (Molao wa No. ya 103 wa 1994 jaaka o tlabelotswe)           |
| Molaodi | Taolo ya Tshedimose tso e tlhomilwe go ya ka karolo 39 ya POPIA                         |
| SAWEN   | Kgolagano ya Aforikaborwa ya Bagwebi ba Basadi                                          |
| SEDA    | Setheo sa Tlabelololo ya Dikgwebopotlana                                                |
| SMMEs   | Dikgwebopotlana, tse di mo Magareng le tse Dinnye                                       |
| STP     | Lenaane la Seda la Thekenoloji                                                          |

## B. MAREO LE DITLHALOSO

| MAREO                                  | TLHALOSO                                                                                                     |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Mong wa Tshedimose tso                 | E kaya motho yo tshedimose tso ya sebele e amanang le ene.                                                   |
| Motlatsa Motlhankedi wa Tshedimose tso | Ke motho yo o thapilweng ke Motlhankedi wa Tshedimose tso yo go buiwang ka ene go dirana le dikopo tsa PAIA. |
| Tshenyo                                | Phokotso, kgotsa go phimola tshedimose tso ya sebele                                                         |

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|                                          |                                                                                                                                                                                                                                                                      |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Foromo ya A                              | E bonwa mo webosaeteng ya DSBD, webosaete ya Setheo sa Taolo ya Tshedimosetso, le mo diwebosaeteng ya ditheo tse di farologaneng tsa puso. Foromo e e dirisediwa go kopa phitlhelelo ya tshedimosetso e e tshotsweng ke lephata la puso.                             |
| Foromo ya B<br>(Boikuelo jwa ka fa gare) | Ke foromo ya PAIA e Bakopi ba e dirisang go dira boikuelo jwa tshwetso e e dirilweng ke dikarolo tsa puso ya bosetšhaba, porofense kgotsa mmasepala malebana le phitlhelelo ya tshedimosetso                                                                         |
| Foromo ya C                              | Foromo ya POPIA e tla tladiwa ka maikemisetso a go gana tswelletso ya Tshedimosetso ya Sebele                                                                                                                                                                        |
| Foromo ya D                              | Foromo ya POPIA e tla tladiwa ka maikemisetso a go kopa tshiamiso kgotsa tloso ya Tshedimosetso ya Sebele                                                                                                                                                            |
| Kaedi                                    | E kaya Kaedi ya PAIA e e rulagantsweng le go phasaladiwa ke Setheo sa Taolo ya Tshedimosetso jaaka go tlametswe mo Karolong ya 10 (1) ya PAIA, go thusa batho mo go diriseng le go tthaloganya Molao.                                                                |
| Motlhankedi wa Tshedimosetso             | Motlhankedi wa Tshedimosetso ke Mokaedikakaretso wa Lefapha la bosetšhaba.                                                                                                                                                                                           |
| Ditheo                                   | Setlamo kgotsa lephata le le amogetsweng ka molao e le setheo se le sengwe kgotsa "motho" yo o nang le ditshwanelo le ditlamego.                                                                                                                                     |
| Batho                                    | Motho yo o e seng wa semolao kgotsa setheo se se jaaka Koporasi                                                                                                                                                                                                      |
| Tshedimosetso ya Sebele                  | E kaya tshedimosetso e e amanang le motho yo o tshelang, yo o ka supiwang le setheo se se teng jaaka go tthalositswe mo POPIA                                                                                                                                        |
| Lephata la puso                          | Le gape le kaiwang e le setheo sa puso, lefapha, kgotsa lephata ke lefapha lengwe le lengwe kgotsa setheo karolo ya bosetšhaba, porofense, le selegae ya puso.                                                                                                       |
| Rekhoto                                  | Tshedimosetso nngwe le nngwe e e kwadilweng-<br>(a) go sa kgathalesege mofuta kgotsa puo<br>(b) e e tshotsweng kgotsa e e mo taolong ya lephata leo la puso kgotsa la poraefete; le<br>gore e ne e tthamilwe ke lephata leo la puso kgotsa la porafete kgotsa nnyaa, |
| Mokopi                                   | Motho yo o dirang kopo ya phitlhelelo ya rekhoto ya lephata la puso, go akaretse motho yo o dirang mo boemong jwa motho yo mongwe.                                                                                                                                   |
| Tuelo ya kopo                            | Dituelo tse di tla duelwang lephata la puso pele ga kopo e tswelediwa go ya pele.                                                                                                                                                                                    |
| Motho yo o Rweleng Maikarabelo           | E kaya lephata la puso kgotsa la poraefete kgotsa motho mongwe le mongwe yo, a le mongwe kgotsa le ba bangwe, o tthomamisang maikemisetso a le mokgwa wa go tswelletsa tshedimosetso ya sebele.                                                                      |
| Motho yo mongwe                          | E amana le motho kgotsa setheo se e seng mokopi wa tshedimosetso, kgotsa lephata le go sa dirwang kopo ya tshedimosetso kwa go lona.                                                                                                                                 |

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## 1. MATSENO

Karolo ya 32 ya Molaotheo wa Rephaboliki ya Aforikaborwa wa 1996 (No. ya 108 wa 1996) o tthalosa gore, "mongwe le mongwe o na le tshwanelo ya go fitlhelela tshedimosetso e e tshotsweng ke puso; le tshedimosetso nngwe le nngwe e e tshotsweng ke motho yo mongwe le e e tlhokegang go diragatsa kgotsa go sireletsa ditshwanelo dingwe le dingwe". O tthalosa go ya pele gore peomolao ya bosetšhaba e tshwanetse go tlhonngwa go diragatsa karolo ya 32 ya Molaotheo mme ka jalo Molao wa Thotloetso ya Phitlhelelo ya Tshedimosetso o phaladitswe le go tsena tirisong ka la 9 Mopitlwe 2002, ka jalo o simolola tshwanelo ya molaotheo ya go fitlhelela tshedimosetso nngwe le nngwe e e tshotsweng ke lephata la puso kgotsa la poraefete e e tlhokiwang go diragatsa kgotsa go sireletsa ditshwanelo dingwe le dingwe.

Gape mo peomolao mo taolong ya phitlhelelo ya tshedimosetso e e tshotsweng ke ke lephata la puso kgotsa la poraefete, e puso e e tsayang e le botlhokwa go tlhoma peomolao e nngwe go laola tshireletso ya tshedimosetso ya sebele ya batho le go tlhoma palotlase ya ditlhokego tsa tswelletso ya tshedimosetso ya sebele. Molao wa Tshireletso ya Tshedimosetso ya Sebele o tthalosa tsheidmosetso ya sebele go kaya tshedimosetso e e amanang motho yo o tshelang yo o ka supiwang, le go mo dirang gone, , setheo se ka supiwang se se teng, go akaretsa, fela go sa lekanyediwa go:

- a) tshedimosetso e e amanang le lotso, bong, boimana, kemo ya lenyalo, tlholego ya setšhaba, morafe kgotsa loago, mmala, kaelo ya bong, dingwaga, boitekanelo jwa mmele le tlhaloganyo, tshiamo, bogole, bodumedi, segakolodi, tumelo, setso, puo le matsalo a motho;
- b) tshedimosetso e e amanang le thuto kgotsa hisetori ya kalafo, matlotlo, bosenyi kgotsa tiro ya motho;
- c) nomoro nngwe le nngwe ya boitshupo, sekao, aterese ya imeile, aterese ya lefelo, nomoro ya mogala, tshedimosetso ya lefelo, boitshupo jwa inthanete kgotsa tirong e nngwe e e rileng ya motho;
- d) tshedimosetso ya biometiriki ya motho;
- e) megopolo ya sebele, dikakanyo kgotsa dikgatllhego tsa motho;
- f) kwalelano e e romelwang ke motho e e tlhaloganyegang kgotsa e totobetse gore ke ya bophiri kgotsa kwalelano e nngwe e e tla senolang diteng tsa kwalelano ya tshimologo;
- g) Dikakanyo kgotsa megopolo ya motho yo mongwe ka ga motho;
- h) leina la motho fa le tlhagelela le tshedimosetso e nngwe ya sebele e e amanang le le motho kgotsa fa tshenolo ya leina go tla senola tshedimosetso ka ga motho;"

Karolo ya 4 (1) ya POPIA e tlamela maemo a robedi a Tshedimosetso ya Sebele e ka kgobokanngwang le go tswelediwa semolao ka ona. E neela Beng ba Tshedimosetso tshwanelo

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ya go kopa phitlhelelo, go ya ka ditlamelo tsa PAiA, tshedimosetso ya bona ya sebele go Motho mongwe le mongwe yo o Rweleng Maikarabelo.

## 2. MAIKEMISETSA A BUKANA

Molao wa Thotloetso ya Phitlhelelo ya Tshedimosetso, No. ya 2 wa 2000 (PAIA) o tlhomilwe go tlamela phitlhelelo ya ditshwanelo tsa Molaotheo tsa phitlhelelo ya tshedimosetso le tshireletso ya tshwanelo ya motho kgotsa mokgatlo, go rotloetsa setso sa bosenangbofitlha le go rwala maikarabelo, le go rotloetsa temokerasi e e bulegileng mo batho ba ba tswang mo dikarolong tsotlhe tsa botshelo ba maatlafaditswe go buisana le puso le go nna le seabe mo ditshwetsong tse di amang matshelo a bona.

Go ya ka ditlamelo tsa karolo ya 14 ya PAIA, maphata a puso di tlhokega go rulaganya le go tlhagisa bukana e e tla thusang tlhalosang tshedimosetso ya ka moo go tla fitlhelelwang tshedimosetso e e tshotsweng ke maphata a mangwe a puso ka teng. Bukana ya PAIA e tsenya tirisong karolo ya 32 ka mokgwa o o latelang-

- tlamela le go tlhalosa tswelletso e e tshwanetseng go latelwa go dira kopo ya tshedimosetso.
- Tlhalosa thulaganyo le ditiro tsa lephata la puso, le o dirileng kopo kwa go lona.
- Tlhaloso Kaedi ya karolo ya 10 ya PAIA e rulagantswe ke Khomišene ya Ditshwanelo tsa Botho ya Aforikaborwa le ka moo e ka fitlhelelwang ka teng.
- Tlhalosa ke mekgwa le mekgwatsamaiso efe e e teng fa kopo ya gago ya phitlhelelo ya tshedimosetso e ganetswe.
- tlhalosa gore o ka dira kopo mo go mang.
- Tlhalosa gore ke tshedimosetso efe e e ka kopiwang.
- Tlhalosa gore tshedimosetso e e kopilweng e ka ganelwa leng.

## 3. THULAGANYO LE DITIRO TSA DSBD

### 3.1 Taolelo ya DSBD

Go etelela pele le go gokaganya mokgwa o o tshwaraganeng go rotloetsa le go tlhabolola bogwebi, dikgwebopotlana, tse dinnye le tse di mo magareng (diSMME) le dikgwebotlhakanelo, go netefatsa tikologo e e kgontshang ya peomolao le pholisi go tshegetsatsa kgolo le tsweliso ya tsona.

### 3.2 PONELOPELE YA DSBD

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Ikonomi e e fetogileng le e e akaretsang e e tlhotlhelediwang ke diSMME le Dikgwebotlhakanelo tse di itlhamelang le tse di tsweleng.

### 3.3 MESOLA

3.3.1 Boitlhamelo -Rotloetsa dikakanyo le ditharabololo tsa boitlhamelo go rebola diphoto tse di kgethegileng; le go tswela go batla ditsela tse dintšha le tse di botoka go direla badirelwa ba rona.

3.3.2 Tshiamo- go tlotla boitlamo jwa rona ka tlhomamo, go tshegetsa maitsholo a a siameng, a a ikanyeng le tlhaeletsano e e senang bofitlha.

3.3.3 Boporofesene- go dira ka tlotlo e e tseneletseng, bokgoni, maitsholo le go dirasana mmogo le banna le seabe.

3.3.4 Go nna ka ga Badirisi- go netefatsa tirelo e e gaisang ya badirisi, go tlhaloganya ditlhoko tsa badirisi le go tsiboga ka nako.

3.3.5 Boitlamo - go itlamo ka maiteko a tlhola ya ditiro, go fokotsa khumanego, go fokotsa go se lekalekane.

3.3.6 Mokgatlo o o tlhokomelang – go beeletsa mo kgolong le mo tlhabololong ya maloko a badiri.

### 3.4 Dipolelo tsa togamaano - maikaelelo a a tlhomameng le Maitlomo a Togamaano

| MAIKAELELO<br>TOGAMAANO                | ATSAMAIISO E E NONOFIENG LE E E<br>KGONANG                                                                                                                                                                                                                                                                          |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>POLELO</b><br><b>MAIKAELELO</b>     | Go tlhola mokgatlo o o tsepaneng wa tirelopouso jaaka go tlhalositswe ke thebolo e e kgonang ya tirelo, tiriso ya pholisi, go busa go go siameng, dithulaganyo, le ditsweletso go netefatsa tiriso e e nonofileng ya le go bona didirisiwa.                                                                         |
| <b>MAITLHOMO A</b><br><b>TOGAMAANO</b> | <p>1 .1. Go rotloetsa kobamelo ya go busa go go siameng</p> <p>1.2. Go tsamaisa taolo e e tsepaneng ya matlotlo le ditaolo</p> <p>1.3. Go tshola tiragatso e e tsepameng ya thulaganyo, go bega le tswetso ya tebelelo.</p> <p>1.4. Go aga bokgoni jwa badiri le go rotloetsa setso sa tiragatso e e kwa godimo</p> |

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|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                               | 1.5. Go rotloetsa tlhaeletsano ya kwa ntle le ka ga gare ya tiro ya Lefapha                                                                                                                                                                                                                                                                                                                                                                         |
| <b>MAIKAELELO A TOGAMAANO</b> | 2. Tikologo e e kgontshang dikgwebopotlapona le dikgwebotlhakanelo tse di gaisanang                                                                                                                                                                                                                                                                                                                                                                 |
| <b>POLELO YA MAIKAELELO</b>   | Go rotloetsa thulaganyo e e tshwaraganeng le tshekatsheko ya peomolao le dipholisi tse di teng go tlhola tikologo e e nolofaditsweng go tlabolola le go rotloetsa dikgwebopotlana.                                                                                                                                                                                                                                                                  |
| <b>MAITLHOMO A TOGAMAANO</b>  | 2.1. Go tlhola tikologo e e siametseng peomolao le pholisi tsa diSMME le Dikgwebotlhakanelo<br>2.2. Go tsamaisa thulaganyo le tebelelo tse di tshwaraganeng tsa diSMME le Dikgwebotlhakanelo kwa metsesetoropong le kwa metsemagaeng<br>2.3. Go tsamaisa lenanetema la patlisiso e e feletseng mo mafelong a a botlhokwa go tshegetsa diSMME le Dikgwebotlhakanelo<br>2.4. Go tlhagisa le go dirisa togamaano e e maleba ya dikamano tsa boditšhaba |
| <b>MAIKAELELO A TOGAMAANO</b> | <b>DIKGWEBOPOTLANA LE DIKGWEBOTLHAKANELO TSE DI TSWELELANG KWA METSESETOROPONG LE KWA METSEMAGAENG</b>                                                                                                                                                                                                                                                                                                                                              |
| <b>POLELO YA MAIKAELELO</b>   | Go tlamela ditirelo tsa tshegetso ya kgwebo mo dikgwebopotlaneng le dikgwebotlhakanelong kwa metsesetoropong le kwa metsemagaeng, bogolosegolo go rotloetsa ditiro le tlholo ya khumo                                                                                                                                                                                                                                                               |
| <b>MAITLHOMO A TOGAMAANO</b>  | 3.1. Go tlhama le go dirisa manaane a a totilweng go tshegetsa dikgwebo tse dinnye le tse di mo magareng tse dintšhwa le tse di teng kwa metsesetoropong le kwa metsemagaeng<br>3.2. Go oketsa go nna le seabe ga diSMME le Dikgwebotlhakanelo mo lkonoming e tlwaelegileng<br>3.3. Go gokaganya le go oketsa tshegetso ya diSMMe le Dikgwebotlhakanelo ka bolekaane jwa puso le poraefete.                                                         |

### 3.5 MANAANE LE MANAANENYANA

#### 3.5.1 LENAANE 1: TSAMAIISO

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**Maikemisetso:** Tlamela boeteledipele jwa togamaano, ditirelo tsa tsamaiso le tshegetso mo lefapheng.

**Maikaelelo a Togamano 1:** Tsamaiso e e nonofileng le e e kgonang:

E na le manaanenyana a a latelang:

(i) **Kantoro ya ga Tona:** Tlamela boeteledipele le kaelo ya pholisi mo lefapheng.

(ii) **Tsamaiso ya Lefapha:** Tlamela tsamaiso yotlhe ya didirisiwa tsa DSBD.

(iii) **Ditirelo tsa Tshwaraganelo:** Tlamela mokgatlho otlhe ditirelo tsa tshegetso le ditharabololo tsa didirisiwa tse di tshwaraganeng mo ditlhaeletsanong le papatso, taolo ya didirisiwa, thulaganyo ya badiri, thekenoloji ya tshedimosetso le tllhaeletsano, ditirelo tsa semolao, le taolo ya pabalesego.

(iv) **Tsamaiso Matlotlo:** Tlamela boeteledipele jwa togamaano go tshegetsa lefapha, ka tshenkelo, ditirelo tse di amanang le tsamaiso ya matlotlo le dithoto mo Lefapheng.

### 3.5.2 PHOLISI LE PATLISISO YA LEPHATA

**Maikemisetso:** Go lebelela tshegetso e e kgabaganyang mo ditsheding go tlamela tikologo e e siameng mo diSMME.

#### DITIRO:

- (i) Go lebelela tlamelo ya tshedimosetso ya kgwebo e e ka ga bosupi le Tebelelo le Tshekatsheko ya Lephata lotlhe.
- (ii) Lebelela dikamano gareng ga dipuso go fokotsa mekgweleo ya tsamasio le taolo mo diSMME.
- (iii) Go lebelela diitshimololelo go oketsa tlhabololo, go nna le seabe le tswelletso ya batlhagisi ba ba potlana mo diintasetering tse di botlhokwa.

#### 3.5.2.1 E na le Bokaedibogolo jo bo latelang:

##### (a) Botlhodi jwa Kgwebo le M&E ya Lephata lotlhe

**Maikemisetso:** Go laola tlamelo ya tshedimosetso ya kgwebo e e ka ga bosupi le Tebelelo le Tshekatsheko ya Lephata lotlhe.

##### (b) Dikamano gareng ga dipuso le Bokgoni jwa Kgwebo

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**Maikemisetso:** Go laola le go tsamaisa dikamano tsa gareng ga dipuso go fokotsa mekgwelelo ya tsamaiso le taolo ya diSMME.

**(c)Tshegetso ya Lephata**

**Maikemisetso:** Go laola diitshimolelo go laola tlhabololo, go nna le seabe le tswelletso ya batlhagisi ba ba potlana mo diintasetering tse di botlhokwa.

**3.5.3 DIKGWEBOTLHAKANELO TSE DI TSHWARAGANENG LE TLHABOLOLO YA DIKGWEBOPOTLANA**

**Maikemisetso:** Go tsamaisa phetogo ya ikonomi ka kgwebo e e sa tlhomamang e e tshwaraganeng, Tlhabololo le Tshegetso ya Dikgwebotlhakanelo le Dikgwebopotlana.

**DITIRO:**

- (i) Lebelela phetogo ya ikonomi ka Kgwebo e e sa Tlhomamang, Dikgwebotlhakanelo, le Tlhabololo ya Dikgwebopotlana le ditirelo tsa tshegetso.
- (ii) Lebelela kgokaganyo ya ditirelo tsa didirisiwa tsa kgwebo mo dikgwebopotlaneng, dikgwebotlhakanelo le lephata le le sa tlhomamang.
- (iii) Lebelela tshegetso ya phitlhelelo ya mmara o o godisang dikgolagano tsa boleng jwa mmara.

**3.5.3.1 E na le Bokaedibogolo jo bo latelang:**

**(a) Diitshimololelo tsa Phetogo ya Ikonomi**

**Maikemisetso:** Go tsamaiso phetogo ya ikonomi ka kgwebo e e sa tlhomamang, Dikgwebotlhakanelo le Tlhabololo le Tshegetso ya Dikgwebopotlana.

**(b) Kgolagano ya Boleng le Tshegetso ya Phitlhelelo ya Mmaraka**

**Maikemisetso:** Go tsamaisa tlamele ya tshegetso ya phitlhelelo ya mmara e e godisang dikgolagano tsa boleng jwa mmara.

**3.5.4 TLHABOLOLO YA KGWEBO, BOITLHAMEDI LE BOGWEBI**

**Maikemisetso:** Go lebelela thotloetso ya dthulaganyo e e oketsang bogwebi le boitlhamedi ka nakoo ya tlhomo, kgolo le tswelletso ya diSMME.

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**DITIRO:**

- (i) Tsamaisa tlhamo ya didirisiwa tsa pholisi le tiro ya tshegetso e maikaelelo a yona e leng go akaretsa diSMME mo ikonoming e e tlwaelegileng.
- (ii) Lebelela katoloso ya phitlhelelo ya matlotlo mo diSMME, Dikgwebotlhakanelo, le lephata le le sa tlhomamang ka mokgwa o o tshwaraganeng.
- (iii) Tsamaisa tlamelo ya ditharabololo tsa boithamedu tse di tshegetsang didirisiwa tse di kgabaganyang le tshegetso ya dijithale ya kgwebo.

**3.5.4.1 E na le Bokaedibogolo jo bo latelang:****(a) Bogwebi le Tlhabololo ya Kgwebo**

**Maikemisetso:** Go tsamaisa tlhamo ya didirisiwa tsa pholisi le tiro ya tshegetso e maikaelelo ya yona e leng go akaretsa diSMME mo ikonoming e e tlwaelegileng.

**(b) Tshegetso ya Matlotlo le Kgokaganyo**

**Maikemisetso:** Go lebelela katoloso ya phitlhelelo ya matlotlo mo diSMME, Dikgwebotlhakanelo le Lephata le le sa Tlhomamang ka mokgwa o o tshwaraganeng.

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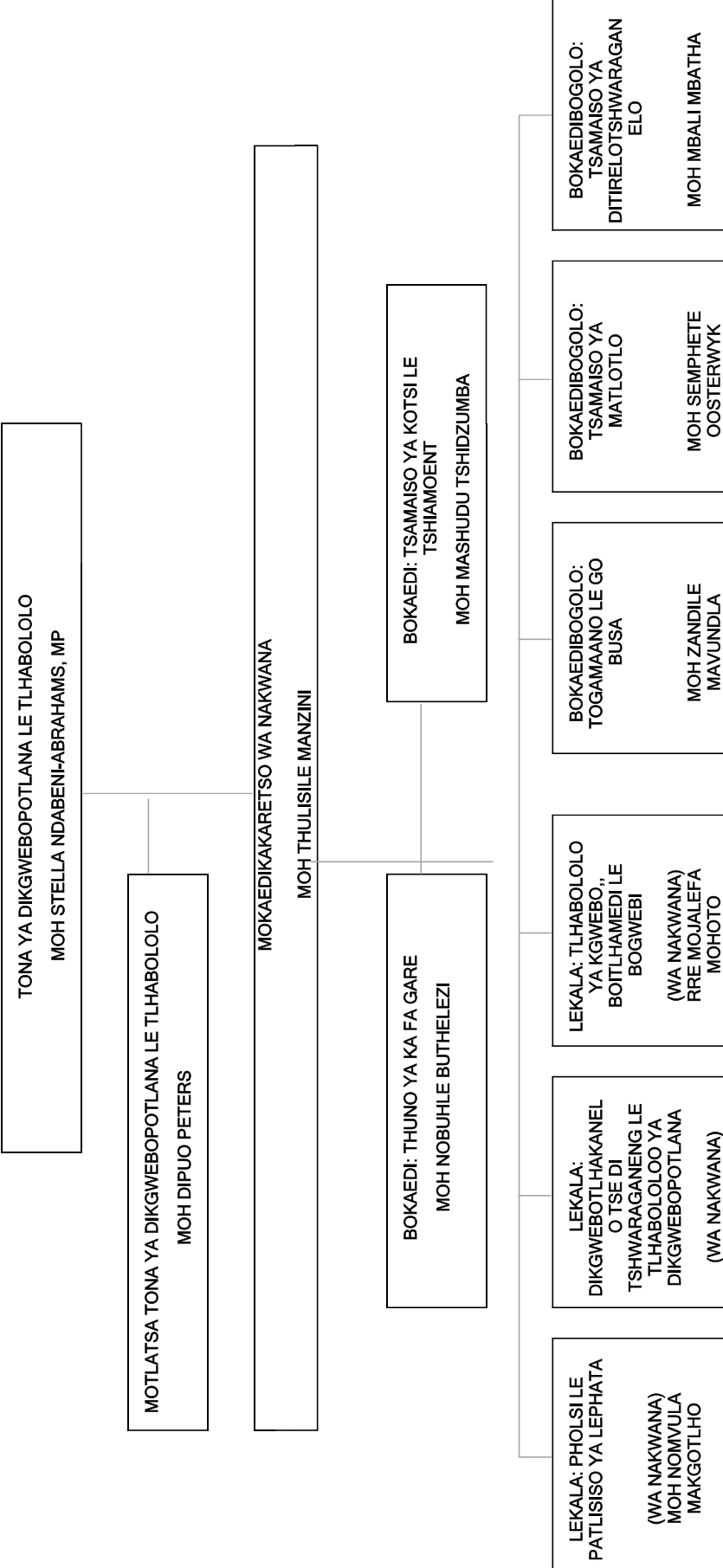
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3.6. Thulaganyo ya Tiro



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RRE JEFFREY NDUMO

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#### 4 KAELO YA KAROLO YA 10 YA KA MOO MOLAO O DIRISIWANG KA TENG

4.1 Molaodi wa Tshedimosetso o, go ya ka karolo ya 10(1) ya PAIA, tlhabolotse le go dira Kaedi e e boeleditsweng teng ya ka moo go dirisiwang PAIA ka teng (Kaelo), ka mokgwa le tsela tse di tihaloganyegang bonolo, jaaka go tlhokega go go amogelesegileng ka teng ke motho yo o ratang go diragatsa tshwanelo nngwe le nngwe jaaka go tthalositswe mo go PAIA le POPIA.

4.2 Kaedi e teng ka nngwe le nngwe ya dipuo tsa semmuso le ka boreile.

4.3. Kaedi e go builweng ka yona fa godimo e na le tthaloso ya:

4.3.1. maitlhommo a PAIA le POPIA;

4.3.2. aterese ya poso le mmila, nomoro ya mogala le fekese le, fa e le teng, aterese ya imeile ya ga:

4.3.2.1. Motlhankedi wa Tshedimosetso wa lephata lengwe le lengwe la puso, le

4.3.2.2. Motlatsamotlhankedi mongwe le mongwe wa lephata lengwe le lengwe la puso kgotsa la poraefete yo o thapilweng go ya ka karolo ya 17(1) ya PAIA le karolo 6 ya POPIA;

4.3.3. mokgwa le tsela ya kopo ya:

4.3.3.1. phitlhelelo ya tshedimosetso ya rekhoto ya lephata la puso jaaka go tthalositswe mo karolong ya 11, le

4.3.3.2. phitlhelelo ya rekhoto ya lephata la poraefete jaaka go tthalositswe mo karolo 50;

4.3.4. thuso e e teng go tswa go Motlhankedi wa Tshedimosetso wa lephata la puso go ya ka PAIA LE POPIA;

4.3.5. thuso e e teng go tswa go Molaodi wa Tshedimosetso go ya ka PAIA le POPIA;

4.3.6. dipaakanyo tsotlhe tse di teng malebana le tiro kgotsa go reteletswa go dira malebana tshwanelo kgotsa tlamego e e neetsweng ke PAIA le POPIA, go akaretsa mokgwa wa go tlhoma-

4.3.6.1. boikuelo jwa ka fa gare;

4.3.6.2. ngongorego go Molaodi wa Tshedimosetso; le

4.3.6.3. go dira kopo kwa kgotlatshekelo kgatlhano le tshwetso ka motlhankedi wa tshedimosetso wa lephata la puso, tshwetso ka boikuelo jwa ka fa gare kgotsa tshwetso ka Molaodi wa Tshedimosetso kgotsa tshwetso ya tlhogo ya lephata la poraefete;

4.3.7. ditlamelo tsa dikarolo 14 le 51 tse di tlhokang lephata la puso le lephata la poraefete, go rulaganya bukana, le ka moo go bonwang phitlhelelo ya bukana ka teng;

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4.3.8. ditlamelo tsa dikarolo 15 le 52 tse di tlamelang ka tshenolo ya boithaopo ya ditlhophha tsa direkhoto ka lephata la puso le lephata la poraefete;

4.3.9. dikitsiso tse di neetsweg go ya ka dikarolo 22 le 54 malebana le dituelo tse di tla duelwang mabapi le dikopo tsa phitlhelelo; le

4.3.10. melawana e e dirilweng go ya ka karolo ya 92.

4.4. Maloko a setšhaba a ka tlatlhoba kgotsa a dira dikhopi tsa Kaedi kwa dikantorong tsa maphata a puso kgotsa a poraefete, go akaretša kantoro ya Molaodi wa Tshedimosetso ka nako ya diura tse di tlwaelegileng tsa tiro.

4.5. Kaedi e ka bonwa gape-

4.5.1. fa e kopiwa go Motlhankedi wa Tshedimosetso;

4.5.2. Mo webosaeteng ya Molaodi wa Tshedimosetso <https://www.justice.gov.za/inforeg/>.

## 5 DINTLHA TSA KGOLAGANO TSA DSBD

### 5.1 Motlhankedi wa Tshedimosetso

| MOKAEDIKAKARETSO WA NAKWANA | MOGALA         | ATERESE YA IMEILE |
|-----------------------------|----------------|-------------------|
| Moh Thulisile Manzini       | (012) 394 5817 | dg@dsbd.gov.za    |

### 5.2 Motlatsa Motlhankedi wa Tshedimosetso (DIO)

| LEINA               | ATERESE YA IMEILE      |
|---------------------|------------------------|
| Rre Elmon Lekoloane | ELekoloane@dsbd.gov.za |

### 5.3 Diaterese

| ATERESE YA POSO | ATERESE YA LEFELO | WEBOSAETE |
|-----------------|-------------------|-----------|
|                 |                   |           |

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|                                                                                |                                                                                                                                                              |                                                      |
|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| Motlhankedi wa<br>Tshedimosetso<br>DSBD<br>Private Bag X84<br>PRETORIA<br>0001 | Motlhankedi wa Tshedimosetso<br>Lefapha la Dikgwebopotlana le Tlhabololo<br>Block G, the dtic Campus<br>77 Meintjies Street<br>Sunnyside<br>PRETORIA<br>0001 | <a href="http://www.dsbd.gov.za">www.dsbd.gov.za</a> |
|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|

## 6 PHITLHELELO YA DIREKHOOTO TSE DI TSHOTSWENG KE DSBD

### 6.1 Ditlhopha tsa Direkhoto tse di Tshotsweng ke DSBD

#### 6.1.1 Tshedimosetso ya Kungo le Mmaraka

E akaretsa tshedimosetso e e amanang le dikungo le maemo a mmaraka, le dikekanyetso tsa dibontshi tse dikungo di leng teng ka tsona. Setlhopha se sa tshedimosetso se akaretsa dintlha tsa dikgwebopotlana tse di tlhagisang tse di tlhagisang dikungo le go tlamela ditirelo bosetšhaba le boditšhaba.

#### 6.1.2 Dithotloetso le Dithuso

Di akaretsa tshedimosetso e e mabapi le dithotloetso tse DSBD e di tlamelang dikgwebopotlana le dikgwebotlhakanelo. Tshedimosetso e kgaogantswe ka mofuta wa dikungo le intaseteri e thotloetso e tlamelwang ka ona, dikopo tse di amogetswe, dintlha tsa ditlamo tse di abetsweng dithotloetso, maemo a dithotloetso le tiragatso ya kabo ya dithotloetso mo ditlamong kgatllhanong le maemo a.

#### 6.1.3 DSBD le Tsamaiso ya Karolo

Setlhopha se se dira thata ka tshedimosetso e e amanang le tsamaiso le ditokomane tsa ka fa garetsa DSBD le dikarolo tsa yona. Mofuta wa tshedimosetso o o akareditsweng mo setlhopheng se ke thulaganyo ya kgwebo, tshenyegelo ya karolo le go bega tswelelopele, tsweletso, le mekgwatsamaiso le tshedimosetso e e teng ya pholisi ya ka fa gare ya DSBD.

#### 6.1.4 Golagana le Tsamaiso le Baamegi

Tshedimosetso ya kgolagano ya tsamaiso e akaretsa tshedimosetso ka ga baamegibagolo le badirelwa le kamano ya bona le dipuisano le DSBD. Dikopo, maemo a dikopo le dingongorego tse di tlhagisitsweng ke moamegi kgotsa modirelwa le tsona di tla tsholwa e le karolo ya tshedimosetso ya kgolagano.

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### 6.1.5 Tsamaiso ya Matlotlo le Dithulaganyo ya Badiri

Se se akaretsa tshedimosetso ya DSBD ya matlotlo e e jaaka ditekanyetsokabo, tshenyegelo ya matlotlo mo tekanyetsokabong, le maemo a matlotlo a dithotloetso tse di mo tekanetsokabong kgatlhanong le dithotloetso/dithuso tse di neetsweng ke DSBD. Tshedimosetso e e amana ka tlhamalalo le dituelo le ditiro tsa theko. Tshedimosetso ya Thulaganyo ya Badiri e amana le dituelo, malatsi a boikhutso, dithulaganyo tsa batho tsa bokgoni le tlhabololo, le maitlhommo a batho le tiragatso ya bona kgatlhanong le tse.

### 6.1.6 Motlamedi le Bokgoni

Setlhophisa se se akaretsa tshedimosetso ka ga batlamedi ba bokgoni le ditirelo mo DSBD le maemo a BEE a mekgatlho eo kgotsa batho bao. Tshedimosetso e ke karolo ya tshedimosetso ya theko.

### 6.1.7 Tsamaiso ya Lenaane/Porojeke

Tshedimosetso e e amana le Manaane le diporojeke tsa DSBD tse di farologaneng go tswa mo tlhabololong ya matlo a baabi go ditiragalo tsa manaane tse di rulaganngwang ke DSBD. Seno se akaretsa go rulaganya, go dira tekanyetsokabo, tebelelo, tse di rebolwang le dintlha tsa poelo.

### 6.1.8 Patlisiso & Tlhatlhobo

DSBD e solofetswe go simolola dipatlisiso le ditlhatlhobo ka ntlha ya mabaka a tshekatsheko ya pholisi, dingongorego tsa badirisi le dikopo tsa lephata la intaseteri tse di amogetswe. Tshedimosetso e e leng karolo ya setlhophisa se e akaretsa mofuta wa patlisiso le tlhatlhobo, motlhatlhobi yo o neetsweng tiro le dipitlhelelo

### 6.1.9 Dipholisi

Go na le dipholisi tse di amanang le tlhabololo ya dikgwebopotlana le dikgwebotlhakanelo tse di neelanang ka kaelo ya ditiro le ditsenogare tsa DSBD.

### 6.1.10 Intaseteri le Lephata

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Ditlamo tsotlhe di kgaogantswe ka ditlhophha tsa intaseteri le lephata go dira botlhodi jwa ikonomi selo se se tshwanang. Baamegi ba diporofense, ditheo, le batlhankedi ba DSBD ba tla nelana ka tshedimosetso e e amanang le diintaseteri le maphata a dikgwebopotlana le dikgwebotlhakanelo.

## **6.2 Ditlhophha tsa Direkhoto tse di Teng kwa DSBD**

### **6.2.1 Diphasalatso tse di Teng**

- Thulaganyo ya Ngwaga ya Tiragatso (APP)
- Lenaane la Tlhabololo ya Tlamelo ya Kgwebo ya Bantsho
- Kataloko ya Dikgwebotlhakanelo
- Sekema tsa Thotloetso sa Dikgwebotlhakanelo (CIS)
- Molao wa Dikgwebotlhakanelo wa no ya 14 wa 2005
- Molao o o Tlhabolotsweng wa Dikgwebotlhakanelo wa 2013 (Molao wa No. ya 06 wa 2013)
- Bukakaelo ya dikgwebotlhakanelo
- Dikaelo tsa Molao wa Dikgwebotlhakanelo
- Bukatshedimosetso ya Dikgwebotlhakanelo
- Molao wa Kaelo ya Dikgwebotlhakanelo wa 2005
- Dikaelo tsa CIS
- Togamaano ya Bosetšhaba ya Kgodiso ya Dikgwebo tse di sa Tlhomamang (NIBUS)
- Pegelo ya Ngwaga ya DSBD
- Dikgang
- Molao wa Bosetšhaba wa Dikgwebopotlana, 2004
- Bukana ya PAIA
- Kgolagano ya Dikgwebopotlana

### **6.2.2 Tshedimosetso e e teng mo Webosaeteng ya DSBD**

- Tshekatsheko ya DSBD
- Tlhabololo ya SMME
- Dikgang le Ditiragalo
- Dintlha tsa Kgolagano
- Mesola ya DSBD
- Ka ga DSBD
- Dikgwebotlhakanelo
- Tlhabololo ya Kgwebo le Bogwebi
- Tsamaiso
- Tona Stella Tembisa Ndabeni-Abrahams
- Motlatsatona Dipuo Peters

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- Taolelo, Ponelopele le Maikaelelo
- Manaane a DSBD
- Boeteledipele
- Maitlhommo a Togamaano

## 7. GO NNA LE SEABE GA SETŠHABA MO GO TLHAMENG PHOLISI KGOTSA TIRAGATSO YA DITHATA KGOTSA TIRAGATSO YA DITIRO KA DSBD

Therisano ka mokgwa wa go nna le seabe mo DSBD e dirisang go laletsa maloko a setšhaba go nna le seabe go neelana ka dipono tsa ona le tsibogo mo tllhamong ya pholisi e e amang loago. E ka rulagannwa le setlhopho sa banna le seabe ba ba emetseng setšhaba le go buisana le baamegi ka tllhamalalo ba ba amilweng ke pholisi kgotsa go dira tshwetso mo go tllhagiseng dikakanyo tsa bona.

## 8. TSWELETSO YA TSHEDIMOSSETSO YA SEBELE

Go sireletsa bophiri le go sireletsa tshediosetso ya sebele, tshedimosetso yotlhe ya sebele e e tswelediwang ke DSBD e laolwa go ya ka dipholisi tse di maleba tsa DSBD le metheo ya POPIA.

### 8.1 Maikemisetso a go Tsweletsa

**DSBD e dirisa Tshedimosetso ya Sebele e e mo tllhokomelong ya yona ka ditsela tse di latelang-**

- Puisano le Badirelwa (dikopo le dithuso)
- Thulaganyo ya Badiri (tsweletso ya tshedimosetso ya badiri);
- Papatso;
- Theko (tsweletso ya tshedimosetso ya batlamedi);
- Tsamaiso ya Tshedimosetso (kgaoganyo, poloko, le pabalesego ya tshedimosetso);
- Matlotlo: tshedimosetso ya bakoloti le bakolotisi.

### 8.2 Ditlhopho tsa Beng ba Tshedimosetso le Tshedimosetso ya bona ya Sebele

**DSBD e ka nna le tshedimosetso e e amanang le batlamedi, batsholašere, bakonteraka, batlamedi ba tirelo, badiri le badirelwa:**

| MOFUTA WA SETHEO | TSHEDIMOSSETSO YA SEBELE E E TSWELEDITSWENG                                                                                                                          |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Badirelwa: Batho | Maina; dintlha tsa kgolagano le diaterese tsa poso; letlha la matsalo, nomoro ya ID; tshedimosetso e e amanang le lekgetho; bosetšhaba; bong; kwalelano e e bophiri. |

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| <b>MOFUTA WA SETHEO</b>                         | <b>TSHEDIMOSETSO YA SEBELE E E TSWELEDITSWENG</b>                                                                                                                                                                                                                                                                              |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Badirelwa - Ditheo                              | Maina a batho ba go golaganwang le bona; leina la Setheo sa Semolao; aterese ya lefelo le poso le dintlha tsa kgolagano; tshedimosetso ya matlotlo; nomoro ya kwadiso; ditokomane tsa tshimololo; tshedimoseso e e amanang le lekgetho; basaeni ba ba dumeletsweng, baamogelatshiamelo, beng ba ba bonang molemo kwa bofelong. |
| Badirelwa - Baditšhaba / Ditheo                 | Maina; dintlha tsa kgolagano; diaterese tsa lefelo le poso; letlha la matsalo; tshedimosetso e e amanang le lekgetho; bosetšhaba; bong; kwalelano e e bophiri.                                                                                                                                                                 |
| Batlamedi ba Tirelo ba ba abetsweng Dikonteraka | Maina a batho ba go golaganwang le bona; leina la Setheo sa Semolao; aterese ya lefelo le poso le dintlha tsa kgolagano; tshedimosetso ya matlotlo; nomoro ya kwadiso; ditokomane tsa tshimololo; tshedimoseso e e amanang le lekgetho; basaeni ba ba dumeletsweng, baamogelatshiamelo, beng ba ba bonang molemo kwa bofelong. |
| Employees                                       | Bong; kemo ya lenyalo; morafe; dingwaga; puo; tshedimosetso ya thuto; tshedimosetso ya matlotlo; hisetori ya tiro; nomoro ya ID; aterese ya lefelo le poso; dintlha tsa kgolagano; dikakanyo; maitsholo a bosenyi; boitekanelo.                                                                                                |

### 8.3 Ditlhopha tsa baamogedi go tsweletsa Tshedimosetso ya Sebele

**DSBD e ka neela batlamedi ba tirelo le maphata a mangwe a Puso le ditheo Tshedimosetso ya Sebele go rebola ditirelo tse di latelang:**

- Netefatso ya tshedimosetso ya sebele le ditheo tsa kaelo ya molato;
- Bothati jwa taolo le jo bo begang;
- Bagakolodi ba Porofesenale le batlamedi;
- Batlamedi le batlamedi ba tirelo
- Bathapi ba gajaana, ba nako e e fetileng le ba ba tlang;
- Balepa, balekane dikemedi tsa motho yo tshedimosetso ya gagwe ya sebele e tswelediwan;
- Mekgatlho ya tshakatsheko le patlisiso; le
- Ditirelo tsa sepodise le ditsweletso tsa kgotlatshekelo.

### 8.4 Metsamano ya tota kgotsa e e rulagantsweng ya go ralala melelwane ga Tshedimosetso ya Sebele

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Maemo fela a a tla dirang gore Tshedimisetso ya Sebele e tswe ka Aforikaborwa, ke a a latelang:

- Borongwa jo bo yang kwa ntle/diphabilione sa bosetšhaba (maina, maina a ditlamo, dipaseporoto) - kwa borongweng jwa SA jwa boditšhaba (batlhankedi, dikemedi tsa badirelwa/ditlamo) le Dikantoro tsa Boditšhaba tsa kgwebo;
- Dipotso tsa kgwebo tse di yang kwa dikantorong tsa boditšhaba;
- Dikemdi tsa Boditšhaba tsa Ikonomi (FERS) (tshedimisetso ya Thulaganyo ya Badiri).

## **8.5 Tlhaloso ya Kakaretso ya Ditekanyetso tsa Pabalesego ya Tshedimisetso**

**DSBD e dirisa thekenoloji ya segompiano go netefatsa bophiri, tshiamo le go nna teng ga Tshedimisetso e e mo tlhokomelong ya yona, e e leng-:**

- Dithulaganyo tsa Tshireletso (Firewalls);
- Thulaganyo ya tshireletso (software) e sireletsang kgatllhanong le vaerase le tlhabololo ya diporotoko;
- Taolo ya phitlhelelo e e utlwalang le e e tshwaregang;
- Bona tlhomo ya dirisiwa tsa kwa ntle tsa khomputara le manaane a ka fa gare ga khomputara a tshedimisetso a a dirang thulaganyo ya thekenoloji ya tshedimisetso.
- Batlamedi ba Tirelo ba kwa Ntle ba ba tsewetsang Tshedimisetso ya Sebele mo boemong jwa Setlamo ba tlhatlhoi tshireletsego mme ba tlhokega go dirisa ditaolo tsa tshireletsego.

**DSBD e obamela ditlhokego tsa Palotlase ya Dikaelo tsa Pabalesego ya Tshedimisetso (MISS) go boloka le go tsamaiso ya direkhoto.**

## **8.6 Go gana tsweletso ya Tshedimisetso ya Sebele**

Mong wa tshedimisetso yo o ratang go gana gore tshedimisetso ya gagwe ya sebele e tsewediwe o tshwanetse go romela kganelo go motho yo o rweleng maikarabelo mo Foromong e e beilweng ya C e e tshwaragantsweng mo bukaneng e.

## **8.7 Go siamisa/Go phimola Tshedimisetso ya Sebele**

Mong wa tshedimisetso yo o ratang go kopa tshiamiso kgotsa go phimola tshedimisetso ya sebele kgotsa tshenyoo kgotsa go phimola rekhoto ya tshedimisetso ya sebele o tshwanetse go romela kopo go motho yo o rweleng maikarabelo mo Foromong e e beilweng ya D e e tshwaragantsweng le bukana e.

# **9. MOKGWATSAMAISO O O LATELWANG WA GO KOPA PHITLHELELO YA DIREKHOTO**

## **9.1 Tsweletso ya go Kopa Phitlhelelo ya Direkhoto**

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Tsweletso e e latelang e dirisitswe mo lefapheng go samagana le dikopo tsa tshedimosetso go ya ka Molao wa Thotloetso ya Phitlhelelo ya Tshedimosetso:

### 9.1.1 Tsweletso ya go dira kopo

Go kopa tshedimosetso, foromo ya kopo (Foromo ya A e e tshwaragantsweng fa) e tshwanetse go tladiwa le go romelwa go Motlatsa Motlhankedi wa Tshedimosetso ka tsela e e latelang:

| KA POSO                                                                                     | KA SEATLA                                                                                                                             | KA IMEILE              |
|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Motlatsa Motlhankedi wa<br>Tshedimosetso<br><br>DSBD<br>Private Bag X84<br>PRETORIA<br>0001 | Motlatsa Motlhankedi wa<br>Tshedimosetso<br><br>DSBD<br>Block G, Ground Floor<br>77 Meintjies Street<br>Sunnyside<br>PRETORIA<br>0001 | ELekoloane@dsbd.gov.za |

Jaaka go beilwe ke Molao. Bokanakang jwa R35.00 bo tshwanetse tsamaya le kopo ya tshedimosetso fa e sa tswe go mokopi ka sebele. Bokanakang jo bo duelwa ka tšheke, fa e romelwa ka seatla, kgotsa e ka dipositiwa mo akhaontong ya banka ya DSBD, fa go ntse jalo bosupi bo tshwanetse go tsamaya le foromo ya kopo.

| AKHAONTO                                 | DINTLHA                              |
|------------------------------------------|--------------------------------------|
| <b>Leina la Akhaonto</b>                 | <b>Akhaonto ya DSBD ya Dipositi</b>  |
| <b>Mofuta wa Akhaonto</b>                | <b>Akhaonto ya Gajaana ya Kgwebo</b> |
| <b>Lekala le e Butsweng kwa go lona:</b> | <b>Centurion</b>                     |
| <b>Khoutu ya lekala:</b>                 | <b>012645</b>                        |
| <b>Nomoro ya akhaonto:</b>               | <b>370 296 726</b>                   |
| <b>Nomoro ya CIF e tla golaganngwang</b> | <b>30009105</b>                      |

### 9.1.2 Go Netefatsa le go Amogela

Motlatsa Motlhankedi wa Tshedimosetso wa DSBD o amogela le go netefatsa kopo g dira boammaaruri jwa gore tshedimosetso e e tlhokegang e teng. Kopo e a amogelwa kgotsa ganelwa kgotsa e romelwa kwa motlhokomedi yo o nepagetseng wa tshedimosetso e e tlhokegang. Go tswa fao kamogelo e romelwa go mokopi go tiisa maemo a kopo.

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### 9.1.3 Tsweletso ya tshedimosetso

Fa kopo e amogetswe, DSBD e tla kgobokanya le go rulaganya tshedimosetso le go bla tshenyegelo e e maleba.

Mokopi o tla itsisiwe fa go feditswe kopo le dituelo tse di saletseng kwa morago tse di duelwang DSBD.

### 9.1.4 Tuelo le thomelo

Fa tuelo e e tshalositsweng fa godimo e amogetswe, tshedimosetso e tla neelwa mokopi.

## 9.2 Tshedimosetso ya tlaleletso

9.2.1 Motho mongwe le mongwe yo o batlang go fitlhelela direkhoto tse di tshotsweng ke DSBD o tshwanets go tlatsa foromo e e ka fa gare ga Foromo ya A ya Mametlelelo ya B mo melawaneng e e tlhomilweng mo Molaong gape e tsentswe e le Mametlelelo A kwa tlase ga Bukana e. Mokopi o tlhokega go tlamela tshedimosetso e e latelang jaaka go beilwe mo Karolong ya 18 ya Molao:

- Dintlha tsa lephata la puso;
- Dintlha tsa motho yo o kopang go fitlhelela direkhoto;
- Dintlha tsa motho yo go dirwang kopo mo boemog jwa gagwe;
- Dintlha tsa rekhoto kgotsa direkhoto tse di kopiwang;
- Mokgwa o o tlhokegang wa phitlhelelo;
- Dintlha tsa mokopi tsa kgolagano;
- Gore a rekhoto e tshwanetse go nna a puo e e rileng;
- Lebaka kgotsa maikemisetso a kopo le
- Mokopi o tshwanetse go supa gore o solofetse gore a itsisiwe jang ka tshwetso e e tseilweng ya kopo ya phitlhelelo ya (di)rekhoto e e rilen.

9.2.2 Go tla samaganwa le kopo nngwe le nngwe e e amogetsweng mo malatsing a 30 a kamogelo ya yona, kwa ntle ga gore mokopi a totobatse mabaka a a kgethegileng a a tla kgotsofatsang Motlhankedi wa Tshedimosetso gore mabaka ga a letle komabelo ya dinako tse di boletsweng fa godimo. Paka ya malatsi a 30 a DSBD e tshwanetseng go swetsa gore a e neela kgotsa e ganela kopo a ka atolosiwa paka e e sa feteng malatsi a 30 fa kopo e le ya tshedimosetso e ntsi kgotsa go batla tshedimosetso kgotsa go tlhokwa go batla tshedimosetso e e tshotsweng kwa mme e sa kgone go bonwa mo pakeng e e amogelesegileng ya malatsi a 30 a a totobaditsweng. Mo mabakeng a a ntseng jalo,

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DSBD e tla itsise mokopi ka lokwalo gore e ka se kgone go romela tshedimisetso mo malatsing a 30.

- 9.2.3 Fa kopo e dirwa mo boemong jwa motho yo mongwe, mokopi o tshwanetse go neela bosupi jwa maemo a a dirang kopo ka ona go kgotsofatsa go amogelesegile Motlhankedi wa Tshedimisetso. Fa motho a sa kgone go tlasa foromo e e beilweng ka ntlha ya go itse go kwala le go buisa kgotsa bogole, motho yoo a ka dira kopo ka go bua. Motlhankedi wa Tshedimisetso wa DSBD o tla kwala kopo e e dirilweng ka go bua mo foromong e e beilweng le go tlamela mokopi ka khopi ya yona.

### 9.3 Dituelo

Fa kopo ya tshedimisetso e amogetswe, Motlhankedi wa Tshedimisetso o tla tlhoka mokopi go duela tuelo e e beilweng pele ga go tswelediwa kopo go ya pele.

- 9.3.1 Fa go batla rekhoto go dirilwe le thulaganyo ya rekhoto gore e senolwe, go akaretsa dithulaganyo gore e dirwe teng ka mokgwa e e kopilweng ka ona, go tlhoka diura tse di fetang tse di beilweng mo melawaneng ka maikemisetso a, Motlhankedi wa Tshedimisetso o tla itsise mokopi go duela dipositi ya karolo e e beilweng ya tuelo ya phitlhelelo e e tla duelwang fa e le gore kopo e tla neelwa. Motlhankedi wa Tshedimisetso o tla tshwara rekhoto go fitlha mokopi a duela dituelo.

- 9.3.2 Mokopi yo kopo ya gagwe ya phitlhelelo ya rekhoto e neetsweng, o tshwanetse go duela tuelo ya phitlhelelo ya go tlhagisiwa gape le go batliwa le go rulaganngwa, le nako nngwe le nngwe e e tlhokegang go amogelesegile e e fetang diura tse di beilweng go batla le go rulaganya rekhoto gore e senolwe go akaretsa go dira dithulaganyo go e dira teng ka mokgwa o e kopilweng ka ona. Mo ntlheng ya lephata la puso, fa mokopi a sa duela dituelo tsa go posa gore direkhoto tsa gagwe di romelwe.

Go ya ka Karolo 22(8) wa PAIA, batho ba ba latelang ga ba duediswe tuelo ya phitlhelelo:

- o Motho yo o sa nyala/nyalwang yo lotseno la gagwe lwa ngwaga le sa feteng R14 712, 00 ka ngwaga.
- o Balekane ba ba nyalaneng kgotsa motho le molekane wa gagwe ba lotseno lwa bona lwa ngwaga lo sa feteng R27 192, 00.

Tlhatlhamololo ya dituelo tsa go tlhagisa gape le go bona phitlhelelo ya direkhoto tsa maphata a puso jaaka go beilwe mo dikaelong tsa PAIA di ka tsela e e latelang:

| TLHALOSO                                                    | BOKANAKANG |
|-------------------------------------------------------------|------------|
| Tuelo ya kopo e e duelwang ke mokopi                        | R100, 00   |
| Fothokhophi ya tsebe ya bogolo jwa A4 kgotsa karolo ya yona | R1,50      |

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|                                                                                                                                                                                                                                                                         |                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Khophi e e gatisitsweng ya tsebe ya A4 kgotsa karolo ya yona                                                                                                                                                                                                            | R1,50                                                                                          |
| Khophi mo khomputareng ka mokgwa o o buisegang mo motšhining mo:<br>(1) Setiki (se se tlamelwang ke mokopi)<br><br>(2) Disiki e e kitlaneng:<br>(a) Fa e tlametswe KE mokopi<br>(b) Fa e tlametswe mokopi                                                               | (1) R40, 00<br><br>(2)(a) R40, 00<br>(2)(b) R60, 00                                            |
| Kwalololo ya ditshwano tsa pono tsebe nngwe le nngwe ya bogolo jwa A4                                                                                                                                                                                                   | Tirelo e e tla diriwang ke batho ba kwa ntle. Go tla ekaega ka nopollo ya Motlamedi wa tirelo. |
| Kwalololo ya rekhoto ya theetso, ya tsebe nngwe le nngwe ya bogolo jwa A4                                                                                                                                                                                               | R24, 00                                                                                        |
| Khophi ya rekhoto ya theetso mo:<br>(1) Setiki (se tla tlamelwa ke mokopi)<br>(2) Disiki e e kitlaneng:<br>(a) Fa e tlametswe KE mokopi<br>(b) Fa e tlametswe mokopi                                                                                                    | (1) R40, 00<br><br>(2)(a) R40, 00<br>(2)(b) R60, 00                                            |
| Go batla le go rulaganya rekhoto gore e senolwe ura nngwe le nngwe kgotsa karolo ya ura, go sa akarediwa ura ya ntlha (ke gore, ura ya ntlha ke mahala), e e tlhokegang go amogelesegile go batla goo le go rulaganya goo.<br>Go SE FETE palogotlhe ya tshegenyeglo ya: | R100, 00<br><br>R300, 00                                                                       |
| Dipositi fa go batla go feta diura di le 6<br>TLHOKOMELA: Bokanakang jo bo duelwang jaaka dipositi ga bo a tshwanela go feta nngwetharong ya bokanakang jo bo duelwang, fa kopo e neetswe.                                                                              | Nngwetharong ya bokanakang bo badiwa go ya ka ntlhana 2 go fitlha go 8.                        |
| Go posa, imeile kgotsa tshutiso nngwe le nngwe ya eleketeroniki                                                                                                                                                                                                         | tshenyegelo, fa e le teng.                                                                     |

## 10. GO NEELA KGOTSA GO GANELA DIKOPO

**10.1** Kopo ya tshedimosetso e ka ganelwa ka nngwe ya mabaka a a latelang, jaaka go totobaditswe mo Molaong-

**10.1.1 Tshireletso ya bophiri jwa motho yo mongwe:** Karolo ya 34(1) PAIA e tthalosa gore Motlhankedi wa Tshedimosetso wa lephata la puso a ka ganela kopo ya phitlhelelo ya rekhoto fa tshenolo ya yona e tla akaretsa tshenolo e e sa amogelesegang ya tshedimosetso ya sebela ka ga motho yo mongwe, go akaretsa motho yo o tlhokafetseng.

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PAIA e tlhalosa gore go tlhokega gore Motlhankedi wa Tshedimisetso a tlatlhobe gore a tshedimisetso e e kopilweng e tla akaretsa tshenolo e e sa amogelesegang go netefatsa gore tshwanelo ya motho yo mongwe yo e leng motho wa tlhago e sireleditswe.

Fela, Motlhankedi wa Tshedimisetso o tshwanetse go tsaya tsia gore a tshedimisetso e e tlhokegang e wela mo dikgaoganyong tse di fa tlase tsa tshedimisetso ya sebele e e tshwanetseng go senolwa kgotsa e e sa tshwanelang go senolwa-

- Motho yo o neetseng tumelelo gore tshedimisetso e ka gololwa;
- Tshedimisetso ya sebele phasaladitsweng;
- Tshedimisetso ya sebele e e amanang le ngwana yo o kwa tlase ga dingwaga di le 18 mo tshenolo ya tshedimisetso eo e le mo kgatlhegong ya ngwana mme mokopi e le motsadi kgotsa motlamedi wa ngwana;
- Tshedimisetso ya sebele ya motho yo o tlhokafetseng lobaka lo lo fetang dingwaga di le 20;
- Tshedimisetso ya motho yo o kgotsa yo o neng e le motlhankedi wa lephata la puso kgotsa la poraefete mo tshedimisetso e amanang le maemo a gagwe jaaka motlhankedi;
- Tshedimisetso ya sebele ya motho yo o tlhokafetseng yo e leng losia lwa motho, kgotsa yo o dumeletsweng ke losika.

**10.1.2 Tshireletso ya tshedimisetso ya kgwebo ya motho yo mongwe:** Motlhankedi wa Tshedimisetso wa lefapha o tshwanetse go ganela phitlhelelo ya tshedimisetso fa go golola tshedimisetso eo go tla tlhola kotsi mo dikgatlhegong tsa kgwebo kgotsa tsa matlotlo. PAIA e tlhalosa tshedimisetso ya kgwebo e e jaaka diphiri tsa kgwebo, tshedimisetso e e neetsweng ka bophiri go motho yo mongwe, tshedimisetso ya matlotlo, kgwebo, saense, patlisiso kgotsa ya thekinikale ka ga motho yo mongwe e e tla, tlholang kotsi go motho yo mongwe fa e ka gololwa.

**10.1.3. Tshireletso ya direkhoto tse di rileng tsa Tirelo ya Lotseno ya Aforikaborwa (SARS):** Phitlhelelo ya rekhoto ya SARS e tshwanetse go ganelwa ke Motlhankedi wa Tshedimisetso wa lephata la puso, fa e na le tshedimisetso e e bonweng kgotsa e e tshotsweng ke SARS ka maikaelelo a go diragatsa molawana malebana le kgobokanyo ya lotseno go ya ka Molao wa Tirelo ya Aforikaborwa ya Lotseno, No. ya 32 wa 1997; rekhoto ga ya tshwanela go ganelwa fa rekhoto e e kopilweng e na le tshedimisetso e e amanang le motho kgotsa mokopi yo go kopiwang mo boemong jwa gagwe.

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**10.1.4 Tshireletso ya tshedimisetso e e bophiri:** Phitlhelelo ya rekhoto e tla nna tlolo ya tiro ya bophiri jo bo tshwanetseng motho yo mongwe go ya ka konteraka kgotsa tumalano e tshwanetse go ganelwa ke Motlhankedi wa Tshedimisetso jaaka go beilwe ke PAIA.

**10.1.5 Tshireletso ya polokesego ya motho le thoto:** Phitlhelelo ya rekhoto e e ka solofelwang go tsenya mo kotsing polokesego ya motho kgotsa thoto ga e a tshwanela go letlelelwa ke Motlhankedi wa Tshedimisetso.

**10.1.6 Tshireletso ya didokete tsa sepodise mo ditsweletsong tsa beile, le tshireletso ya tiragatso ya molao mo ditsweletsong tsa semolao:** Motlhankedi wa tshedimisetso wa lephata la puso o tshwanetse go ganela kopo ya phitlhelelo ya rekhoto ya lephata, fa phitlhelelo ya rekhoto eo e thibetswe go ya ka karolo ya 60(14) ya Molao wa Mokgwatsamaiso wa Bosenyi, No. ya 51 wa 1977. Motlhankedi wa tshedimisetso o na le lebaka la go gana go ya ka karolo ya 39(l)(b) ya PAIA. Rekhoto e ka ganelwa fa e na le tshedimisetso ka ga mabaka a kakaretso a go tshwarwa ga batho mo kgolegolong.

**10.1.7 Tshireletso ya tshedimisetso mo ditsweletsong tsa semolao:** Tshedimisetso e e amanang le ditsweletso tsa tiragaso ya semolao le molao e tshwanetse go sirelediwa ke Motlhankedi wa Tshedimisetso. Molao wa Mokgwatsamaiso wa Bosenyi wa 51 wa 1997 o amogela molao o o laolang direkhoto o o amanang le ditsweletso tsa beile le mekgwatsamaiso e mengwe ya tiragatso ya molao. Go ya ka karolo ya 40 ya PAIA, direkhoto dingwe le dingwe tse di amanang le kamano gareng ga mmueledi le modirelwa ga gagwe di tshwanetse go sirelediwa.

**10.1.8 Tshireletso ya Tshedimisetso ya Patlisiso:** Phitlhelelo ya direkhoto tse di nang le tshedimisetso ya patlisiso e e kgotsa e e tla dirwang ke lephata la puso kgotsa lephata la poraefete le go buiwang ka lona kgotsa motho yo mongwe ga e a tshwanela go letlelelwa jaaka go beilwe mo karolong ya 43 le 69 tsa PAIA. Kganelo e mo mabakeng a fa kgololo ya rekhoto e tla ntsha patlisiso ya motho yo mongwe kgotsa ya lephata la puso kgotsa la poraefete, motho kgotsa setheo se se dirang patlisiso, kgotsa setlhogo sa patlisiso, kgotsa setlhogo sa patlisiso mo thapolong e e masisi.

**10.1.9 Tshireletso ya Aforikaborwa, pabalesego le dikamano tsa boditšhaba:** Go ya ka Karolo ya 41 ya PAIA, Motlhankedi wa Tshedimisetso o tlhokega go tsaya tsia gore a kopo ya tshedimisetso e amana le tshedimisetso e e amanang le pabalesego ya Aforikaborwa.. Kopo ya phitlhelelo ya direkhoto tse di supang gore e tla baya polokesego ya Aforikaborwa kotsing e ka ganelwa ke Motlhankedi wa Tshedimisetso.

**10.1.10 Tshedimisetso e e amanang le Ikonomi, Dikgatlhego tsa matlotlo le Kgwebo tsa Aforikaborwa:** Tshireletso ya tshedimisetso ya lephata la puso fa kgololo ya yona e tla nna kotsi mo maemong a ikonomi le matlotlo a naga e a tlhokega jaaka go beilwe mo Karolong ya 42 ya PAIA. Kganelo ka Motlhankedi wa Tshedimisetso e ka dira fela mo mabakeng a a rileng ka go tsaya tsia ntlha ya gore maphata a puso a laetswe ke

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Molaotheo wa Aforikaborwa go nna le maikarabelo mo setšhabeng. Motlhankedi wa Tshedimose tso o tlhokega go supa gore tshenolo ya tshedimose tso e e kopilwe e tla tlhola mathata mo dikgatlhegong tsa matlotlo le ikonomi tsa naga.

**10.1.11 Tshedimose tso e e amanang le tiro ya maphata a puso:** Phitlhelelo ya rekhoto e e tla kgoreletsang ditiro tsa lefapha e ka ganelwa ke Motlhankedi wa Tshedimose tso jaaka go beilwe mo Karolong ya 44 ya PAIA. Direkhoto tsa tiro tse di kailweng ke metsotso ya dikopano, direkhoto tsa kgakololo kgotsa dikakanyo, direkhoto tse di amanang le ditherisano le maphata a mangwe le direkhoto tse di amanang le tlhamo ya dipholisi kgotsa dikatlanegiso.

**10.1.12 Dikopo tse go bonalang e tsa lefela kgotsa tse di kgopisang kgotsa phaposo e kgolo kgotsa e e sa amogeleseng ya didirisiwa:** Motlhankedi wa Tshedimose tso wa lephata la puso a ka ganela phitlhelelo ya rekhoto go bona tshedimose tso fa kopo e bonala e le ya lefela kgotsa e kgopisa; kgotsa fa rekhoto e tsewa e se na mosola kgotsa e tla kgoreletsa go sa amogelesega didirisiwa tsa lephata la puso.

**10.1.13 Tshenolo mo dikgatlhegong tsa setšhaba:** Le mororo mabaka a a boletsweng fa godimo a kganelo, Motlhankedi wa Tshedimose tso wa lephata la puso o tshwanetse go neela kopo ya phitlhelelo ya rekhoto ya lephata la puso fa, tshenolo ya yona e tla senola bosupi jwa tse di latelang:

- Tlolo e kgolo ya, kgotsa go reteletwa go obamela molao; kgotsa polokesego e e tla diragalang le e e masisi kgotsa kotsi mo tikologong; mme kgatlhego ya setšhaba mo tshenolong rekhoto, e feta kotsi e e akantsweng mo mabakeng a kganelo.

## **11. BOIKUELO**

11.1 Mokopi o na le tshwanelo ya go tlhoma boikuelo go Tona kgatlhanong le tshwetso ya ga Motlhankedi wa Tshedimose tso mo kopo ya tshedimose tso e ganetsweng teng.

11.2 Fa Motlhankedimogolo wa Tshedimose tso a reteletwa ke go araba kopo mo malatsi a 30 a kamogelo kgotsa a paka nngwe le nngwe e e atelositsweng ya kopo ya phitlhelelo ya tshedimose tso, mokopi a a dira boikuelo jwa ka fa gare, go ya ka ditsweletso tse di tlhalositsweng fano, pele ga mokopi a ka ya go Molaodi kgotsa Kgotlatshekelo ya molao.

11.3 Fa go tlhomiwa tsweletso ya boikuelo jwa ka fa gare, mokopi o tshwanetse go tlatsa Foromo ya B ya PAIA e e bonwang mo webosaeteng ya DSBD mme gape e ka bonwa mo webosaeteng ya Khomišene ya Ditshwanelo tsa Botho ya Aforikaborwa.

11.4 Foromo ya B e romelwa go Motlhankedi wa Tshedimose tso kgotsa Motlatsa Motlhankedi wa Tshedimose tso yo o ganneng kopo ya ntlha yo gape a solofetsweng go e isa kwa maemong a mangwe a bogolo, mo lebakeng le Tona. Batho ba bangwe botlhe ba ba maleba ba ba amogetseng boikuelo jwa ka fa gare ba solofetse gore lefapha le golagane

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le bona. Mokopi a ka tlhoma boikuelo jwa ka fa gare kgatlhanong le tshwetso ya lefapha ka ntlha ya mabaka a a latelang:

- Fa mokopi a sa kgotsofadiwa ke dituelo tse di tlhokegang,
- Fa mokopi a sa kgotsafadiwa ke tshwetso ya go neelana ka katoloso ya malatsi a 30 gore lephata la puso le arabe kopo, le
- Mo maemong a mokopi a sa kgotsofadiwa ke mokgwa o direkhoto di tlametsweng ka ona e se mokgwa o o tshwanang le o o kopilweng ka ona.

11.5 Boikuelo jwa ka fa gare bo tshwanetse go tlhomiwa mo malatsi a 60 a kamogelo ya kamelo ya kopo ya pele.

11.6 Fa boikuelo bo tlhoka gore kitsiso e neelwe motho yo mongwe ka jalo boikuelo bo tshwanetse go tlhomiwa mo malatsi a 30 a gore kitsiso e tlamelwe.

11.7 Boikuelo jwa ka fa gare jo bo tlhomilweng morago ga letlha le khutle bo tshwanetse go amogelwa ke CIO fa go na le mabaka a a utlwala a go tlhoma boikuelo jwa ka fa gare thari.

11.8 Fa go tlhoma boikuelo jwa ka gare thari bo sa neelwe, CIO o tshwanetse go tlamela kitsiso go motho yo o tlhomilweng boikuelo.

11.9 Tshedimisetso e e latelang e tshwanetse go akarediwa mo foromong ya boikuelo jwa ka fa gare-

- e tshwanetse go supa ntlha ya boikuelo le go tthalosa makaba a boikuelo jwa ka fa gare gape e ka akaretsa tshedimisetso nngwe le nngwe e e maleba e e itsiweng ke moikuedi;
- fa, go tlaletsa karabo e e kwadilweng, moikuedi a rata go itsisiwe ka tshwetso ya boikuelo jwa ka fa gare ka mokgwa mongwe, o tshwanetse go tthalosa mokgwa le go tlamela dintlha tse di tlhokegang gore a itsisiwe jalo;
- Fa go leng maleba teng, bo tshwanetse go tsamaya le tuelo e e beilweng ya boikuelo, le gore bo tshwanetse go totobatsa aterese ya poso kgotsa nomoro ya fekeke.

11.10 Fa bothati jo bo maleba go banela tlhomo ya thari ya boikuelo, o tshwanetse go neela kisitso ya tshwetso eo go motho yo o tlhomileng boikuelo jwa ka fa gare. Mokopi yo o tlhomang boikuelo kgatlhanong le kganelo ya kopo ya gagwe ya phitlhelelo o tshwanetse go duela tuelo e e beilweng ya boikuelo (fa e le teng).

11.11 Fa tuelo e e beilweng ya boikuelo e duelelwa boikuelo, tshwetso ya boikuelo e ka diegisiwa go fitlha tuelo e duelwa.

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- 11.12 Ka bonako jo bo kgonegang, fela mo malatsing a tiro a 10 morago ga go amogela boikuelo jwa ka fa gare, Motlhankedi wa Tshedimosetso o tshwanetse go neela bothati jo bo maleba-
- boikuelo jwa ka fa gare gammogo le mabaka a gagwe a tshwetso e e amegang; le
  - Fa boikuelo jwa ka fa gare bo le kgatthanong le kganelo kgotsa go neela kopu gore e fitlhelelwe, leina, aterese ya poso, aterese ya imeile, dinomoro tsa mogala le feketsee, nngwe fela e e teng, tsa motho yo mongwe yo o tshwanetseng go itsisiwe ka kopu.
- 11.13 Tona o tshwanetse go swetsa ka boikuelo jwa ka fa gare mo malatsi a 30 morago ga gore boikuelo jwa ka fa gare bo amogelwe ke Motlhankedi wa Tshedimosetso.

## **12. MEKGWATSAMAISO YA GO BEGA LE GO BAAKANYA**

- 12.1 Dipaakanyo tsa ditiro kgotsa go retelwa go dira go ya ka PAIA, 2000:

Bothati jwa boikuelo jwa ka fa gare ka maikemisetso a Bukana e Pholisi ke Tona. Morago ga go latela paakanyo ya boikuelo jwa ka fa gare, kopu e ka tlhomiwa kwa kgotlatshekelo (dikarolo 78-82 tsa PAIA).

- 12.2 Motho a ka tlhoma ngongorego go Molaodi ka ga magatwe a ditlolo tsa tshireletso ya tshedimosetso ya sebele ya beng ba tshedimosetso go ya ka POPIA.
- 12.3 Modiredipuso a ka tlhoma ngongorego gore e tlhotlhomisiwe ke Khomišene ya Tirelopuso malebana le motlhankedi.
- 12.4 Motho a ka dirisa dipaakanyo tsa tiro malebana le ditiro tsa semmuso kgotsa ditlogelo tsa tiro, tsona ke dikganetsano tsa ditshwanelo (Molao wa Tirelopuso wa 1994, le Molao wa Dikamano tsa Badiri wa 1995 (Molao wa No. ya 66 wa 1995 jaaka o tlhabolotswe)).
- 12.5 Motho a ka tlhoma ngongorego go motlathlobi wa tiro malebana le magatwe mangwe le mangwe a tlolomolao ya Molao wa Maemo a Motheo a Tiro wa 1997 (Molao wa 75 wa 1997) kgotsa Molao wa Tekatekano ya go Thapa wa 1998 (Molao wa 55 wa 1998).
- 12.6 Motho a ka tlhoma ngongorego go Mosireletsi wa Setšhaba malebana le tiro ya semmuso kgotsa tlogelo e go belaelwang e se mo molaong kgotsa e sa siama (Molaotheo le Molao wa Mosireletsi wa Setšhaba wa 1994 (Molao wa 23 wa 1994)).
- 12.7 Motho a ka tlhoma ngongorego kwa SAHRC malebana le tiro ya semmuso kgotsa tlogelo e go belaelwang e tlhama tlolomolao kgotsa e tshosetsa tshwanelo nngwe le nngwe ya motheo (Molao wa Khomišene ya Ditshwanelo tsa Botho wa Aforikaborwa wa 2013 (Molao No. ya 40 wa 2013)).
- 12.8 Gore a sirelediwe mo dikotlhaong ka ntlha ya tshenolo malebana le maitsholo a a seng ka fa molaong kgotsa a a sa tlhamalalang ka mothapi kgotsa modirikaene, motho yo o amegang a ka latela mekgwatsamaiso ya tshenolo e e mo Molaong wa Ditshenolo tse di Sireleditsweng wa 2000 (Molao wa 26 wa 2000).

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- 12.9 Motho a ka dirisa dipaakanyo tse dingwe tsa semolao tse di jaaka go tlhoma ditsweletso tsa tshekatsheko ya boatlhodi ya kgato ya tsamaiso go ya ka Molao wa Thotloetso ya Tsamaiso ya Bosiamisi wa 2000 (Molao wa 3 wa 2000).

### **13. DIPAAKANYO TSE DINGWE TSA TSHEGETSO**

- 13.1 Motho a ka kopa mabaka a kgato ya tsamaiso go ya ka Molao wa Molao wa Thotloetso ya Tsamaiso ya Bosiamisi wa 2000 (karolo ya 5).
- 13.2 Motho a ka kopa phitlhelelo ya direkhoto tsa lefapha la puso kgotsa lephata lengwe le lengwe la puso go ya ka PAIA, 2000 (Karolo ya 11).

### **14. TLAMEGO YA GO BEGA**

- 14.1 Modiredipuso, fa a ntse a dira ditiro tsa gagwe tsa semmuso, o patelesega go ya ka Molawana wa Maitsholo go begela bothati jo bo maleba, tsietso, bobodu, go neela balosika ditiro, tsamaiso e e sokameng, le tiro nngwe le nngwe e e tlamang tlolomolao kgotsa e e gobeletang dikgatlhego tsa setšhaba. Modiri yo o retelwang ke go obamela se o molato wa maitsholomabe. (Molawana wa B.3 le C.4.10 wa Kgaolo ya 2 ya Molawana ya Tirelopuso ya 2001).
- 14.2 Maikarabelo a mothapi mongwe le mongwe le mothapiwa a go senola bosenyi le maitsholo mangwe le mangwe a a sa tlamalalang mo tirong a tshegetsa gape Molao wa Ditshenolo tse di Sireleditsweng wa 2000 (Matseno).

### **15. KAELO YA KA MOO PAIA E DIRISIWANG KA TENG LE KA MOO GO BONWANG PHITLHELELO YA KAEDI**

- 15.1 Molaodi wa Tshedimosetso o, go ya ka karolo ya 10(1) ya PAIA, tlhabolotse le go dira Kaedi e e boeleditsweng teng ya ka moo go dirisiwang PAIA ka teng (Kaelo), ka mokgwa le tsela tse di tloganyegang bonolo, jaaka go tlhokega go go amogelesegileng ka teng ke motho yo o ratang go diragatsa tshwanelo nngwe le nngwe jaaka go tshalositswe mo PAIA le POPIA.
- 15.2. Kaedi e teng ka nngwe le nngwe ya dipuo tsa semmuso.
- 15.3. Kaedi e go builweng ka yona fa godimo e na le tshaloso ya:
- 15.3.1. maitlomo a PAIA le POPIA;
- 15.3.2. Aterese ya poso le aterese ya mmila, nomoro ya mogala le fekese le, fa e leng teng, aterese ya imeile ya:
- 15.3.2.1. Motlhankedi wa Tshedimosetso wa lephata lengwe le lengwe la puso, le
- 15.3.2.2. Motlatsamotlhankedi mongwe le mongwe wa Tshedimosetso wa lephata la puso kgotsa la poraefete yo o thapilweng go ya ka karolo ya 17(1) ya PAIA le karolo 56 ya POPIA;

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15.4. mokgwa le tsela ya kopo ya-

15.4.1 phitlhelelo ya tshedimosetso ya rekhoto ya lephata la puso jaaka go tthalositswe mo karolo 11;

15.4.2 phitlhelelo ya rekhoto ya lephata la poraefete jaaka go tthalositswe mo karolo 50;

15.4.3 thuso e e teng go tswa go Motlhankedi wa Tshedimosetso wa lephata la puso go ya ka PAIA le POPIA;

15.4.4 thuso e e teng go tswa go Molaodi go ya ka PAIA le POPIA;

15.4.5. dipaakanyo tsotlhe tse di teng malebana le tiro kgotsa go reteletwa go dira malebana tshwanelo kgotsa tlamego e e neetsweng ke PAIA le POPIA, go akaretsa mokgwa wa go tlhoma-

15.4.5.1. boikuelo jwa ka fa gare;

15.4.5.2. ngongorego go Molaodi; le

15.4.5.3. go dira kopo kwa kgotlatshekelo kgatlhano le tshwetso ka motlhankedi wa tshedimosetso wa lephata la puso, tshwetso ka boikuelo jwa ka fa gare kgotsa tshwetso ka Molaodi kgotsa tshwetso ya tlhogo ya lephata la poraefete;

15.4.5. ditlamelo tsa dikarolo 14 le 51 tse di tlhokang lephata la puso le lephata la poraefete, go rulaganya bukana, le ka moo go bonwang phitlhelelo ya bukana ka teng;

15.4.6. ditlamelo tsa dikarolo 15 le 52 tse di tlamelang ka tshenolo ya boithaopo ya ditlhopho tsa direkhoto ka lephata la puso le lephata la poraefete;

15.4.7. dikitsiso tse di neetsweg go ya ka dikarolo 22 le 54 malebana le dituelo tse di tla duelwang mabapi le dikopo tsa phitlhelelo; le

15.4.8. melawana e e dirilweng go ya ka karolo 92.

15.5. Maloko a setšhaba a ka tlatlhoba kgotsa a dira dikhopi tsa Kaedi kwa dikantorong tsa maphata a puso kgotsa a poraefete, go akaretsa kantoro ya Molaodi, ka nako ya diura tse di tlwaelegileng tsa tiro. Kaedi e ka bonwa gape-

15.5.1. fa e kopiwa go Motlhankedi wa Tshedimosetso;

15.5.2. mo webosaeteng ya Molaodi (<https://www.justice.gov.za/inforeg/>).

## 16. DIMAMETLELELO

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## FOROMO YA A

### KOPO YA PHITLHELELO YA REKHOTO

[Molawana wa 7]

#### TLHOKOMELA:

1. Bosupi jwa boitshupo bo tshwanetse go tshwaraganngwa ke mokopi.
2. Fa dikopo di dirilwe mo boemong jwa motho yo mongwe, bosupi jwa tumelelo eo, bo tshwanetse go tshwaraganngwa le foromo e.

**GO:** Motlhankedi wa Tshedimosetso

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(Aterese)

Tshwaya ka "X"

☐

Kopo e dirwa ka leina la me

☐

Kopo e dirwa mo boemong jwa motho yo mongwe.

| TSHEDIMOSETSO YA SEBELE                                                       |             |  |         |
|-------------------------------------------------------------------------------|-------------|--|---------|
| Maina ka Botlalo                                                              |             |  |         |
| Nomoroitshupo                                                                 |             |  |         |
| Maemo a rekhoto e dirwang ka ona (fa e dirwa mo boemong jwa motho yo mongwe). |             |  |         |
| Aterese ya Poso                                                               |             |  |         |
| Aterese ya Mmila                                                              |             |  |         |
| Aterese ya Imeile                                                             |             |  |         |
| Dinomoro tsa Kgolagano                                                        | Mogala (B): |  | Fekese: |
|                                                                               | Selula:     |  |         |
| Maina ka botlalo a motho yo go dirwang kopo mo boemong jwa                    |             |  |         |

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|                       |  |
|-----------------------|--|
| gagwe (fa a le teng): |  |
| Nomoroitshupo         |  |
| Aterese ya Poso       |  |

|                        |            |  |        |  |
|------------------------|------------|--|--------|--|
| Aterese ya Mmila       |            |  |        |  |
| Aterese ya Imeile      |            |  |        |  |
| Dinomoro tsa Kgolagano | Mogala (B) |  | Fekese |  |
|                        | Selula     |  |        |  |

### DINTLHA TSA REKHOTO E E KOPILOWENG

Tlamela dintlha ka botlalo tsa rekhoto tse go kopiwa phitlhelelo ya tsona, go akaretse nomoro ya kaelo fa o e itse, go kgonisa gore rekhoto e bonwe. (Fa phatlha e e tlametsweng e sa lekana, tsweetswee tswelela mo pampiring e e kwa thoko mme o e tshwaraganye le foromo e. Ditsebe tsotlhe tsa tlaleletso di tshwanetse go saeniwa.)

|                                                          |  |
|----------------------------------------------------------|--|
| Tlhaloso ya rekhoto kgotsa karolo e e maleba ya rekhoto: |  |
|                                                          |  |
|                                                          |  |
|                                                          |  |
| Nomoro ya kaelo, fa e le teng                            |  |
| Dintlha dingwe le dingwe tsa rekhoto go ya pele          |  |
|                                                          |  |

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|                                                                                                                                                                                                                  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                                                                                                                                                                                                  |  |
| <p align="center"><b>MOFUTA WA REKHOTO</b><br/>(Tshwaya lebokoso le le maleba ka "X")</p>                                                                                                                        |  |
| Rekhoto e kwadilwe kgotsa e gatisitswe                                                                                                                                                                           |  |
| Rekhoto e na le ditshwano (tsona di akaretsa ditshwantsho, diselaete, dikgatiso taa video, ditshwano tse di dirilweng ka khomputara, dithalo, jj)                                                                |  |
| Rekhoto e na le mafoko a a gatisitsweng kgotsa tshedimose tso e e ka tlhagisiwang gape ka modumo                                                                                                                 |  |
| Rekhoto e tshwotswe mo khomputareng kgotsa ka mo eleketeroniking, kgotsa ka o o buisegang wa motšhini                                                                                                            |  |
| <p align="center"><b>FOROMO YA PHITLHELELO</b><br/>(Tshwaya lebokoso le le maleba ka "X")</p>                                                                                                                    |  |
| Khopi e e gatisitsweng ya rekhto (go akaretsa dikhopi dingwe le dingwe tsa ditshwano, dikwalololo le tshedimose tso e e tshotsweng mo khomputareng kgotsa eleketeroniki kgotsa mokgwa o o buisegang wa motšhini) |  |
| Kwalololo e e kwadilweng kgotsa e e gatisitsweng ya ditshwano (se se akaretsa ditshwantsho, diselaete, dikgatiso tsa video, ditshwano tse di dirilweng ka khomputara, dithalo, jj)                               |  |
| Kwalololo ya tselanamodumo (tokomane e e kwadilweng kgotsa e e gatisitsweng)                                                                                                                                     |  |
| Khopi ya rekhoto mo setiking (go akaretsa ditshwano le ditselanamodumo)                                                                                                                                          |  |
| Khopi ya rekhoto ya disiki e e kitlaneng (go akaretsa ditshwano le ditselanamodumo)                                                                                                                              |  |
| Khopi ya rekhoto e e bolokilweng mo polokelong ya cloud server                                                                                                                                                   |  |

|                                                                                               |
|-----------------------------------------------------------------------------------------------|
| <p align="center"><b>MOKGWA WA PHITLHELELO</b><br/>(Tshwaya lebokoso le le maleba ka "X")</p> |
|-----------------------------------------------------------------------------------------------|

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|                                                                                                                                                                                                                                                                                                                         |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Tlhatlhobo ya sebele ya rekhoto kwa atereseng e e kwadisitsweng ya lephata la puso/poraefete (go akaretsa go reetsa mafoko a a gatisitsweng, tshedimose tso e e ka tlhagisiwang ka modumo, kgotsa tshedimose tso e e tshotsweng mo khomputareng kgotsa mo eleketeroniking kgotsa ka mokgwa o o buisegang mo motšhining) |  |
| Ditirelo tsa poso kwa atereseng ya poso                                                                                                                                                                                                                                                                                 |  |
| Ditirelo tsa poso kwa atereseng ya mmila                                                                                                                                                                                                                                                                                |  |
| Tirelo ya setlamo se se rolwang dithoto le ditokomane go ya kwa atereseng ya mmila                                                                                                                                                                                                                                      |  |
| Fekese ya tshedimose tso ka fomate e e kwadilweng kgotsa e e gatisitsweng (go akaretsa dikwalololo)                                                                                                                                                                                                                     |  |
| Imeile ya tshedimose tso (go akaretsa ditselanamodumo fa go kgonega)                                                                                                                                                                                                                                                    |  |
| Thefosanelo ya Cloud/tshutiso ya faele                                                                                                                                                                                                                                                                                  |  |
| Puo e e ratiwang<br>(Tlhokomela gore fa rekhoto e se teng ka puo e o e ratang, phitlhelelo e ka neelwa ka puo e rekhoto e leng teng ka yona)                                                                                                                                                                            |  |

|                                                                                                                                                                                                                                                                                       |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p align="center"><b>DINTLHA TSA TSHWANELO E E TLA DIRAGADIWANG KGOTSA SIRELEDI WANG</b></p> <p>Fa phatlha e e tlametsweng e sa lekana, tsweetswee tswelela mo tsebeng e e kwa thoko mme o e tshwaraganye le Foromo. Mokopi o tshwanetse go saena ditsebe tsotlhe tsa tlaleletso.</p> |  |
| Supa gore ke tshwanelo e fe e e tla diragadiwang kgotsa e e tla sirelediwa                                                                                                                                                                                                            |  |
|                                                                                                                                                                                                                                                                                       |  |
|                                                                                                                                                                                                                                                                                       |  |
| Tlhalosa gore goreng rekhoto e e kopilweng ya tiragatso kgotsa tshireletso ya tshwanelo e e boletsweng fa godimo:                                                                                                                                                                     |  |
|                                                                                                                                                                                                                                                                                       |  |
|                                                                                                                                                                                                                                                                                       |  |

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| DITUELO |                                                                                                                                                                      |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a)      | Tuelo ya kopo e tshwanetse go duelwa pele ga kopo e tsewa tsia.                                                                                                      |
| b)      | O tla itsisiwe ka bokanakang jwa tuelo ya phitlhelelo jo bo tla duelwang.                                                                                            |
| c)      | Tuelo e e duelwang ya phitlhelelo ya rekhoto e ikaegile ka mokgwa o phitlhelelo e tlhokegang ka ona le nako e e amogelesegileng ya go batla le go rulaganya rekhoto. |
| d)      | Fa o siamelwa ke go sa duele tuelo nngwe le nngwe, tsweetswee tlhalosa lebaka la go se duedisiwe                                                                     |
| Lebaka  |                                                                                                                                                                      |
|         |                                                                                                                                                                      |
|         |                                                                                                                                                                      |

O tla itsisiwe ka lokwalo gore kopo ya gago e rebotswe kgotsa e ganetswe mme fa e rebotswe ditshenyegelo tse di amanang le kopo ya gago, fa di le teng. Tsweetswee supa mokgwa o o o ratang wa kwalelano:

| Aterese ya poso | Fekese | Tlhaeletsano ya Eleketeroniki<br>(Tsweetswee totobatsa) |
|-----------------|--------|---------------------------------------------------------|
|                 |        |                                                         |

Saenilwe kwa \_\_\_\_\_ ka \_\_\_\_\_ letsatsi la \_\_\_\_\_  
20\_\_\_\_\_.

\_\_\_\_\_

**Tshaeno ya Mokopi / motho yo go diriwang kopo mo boemong jwa gagwe**

-----

**E DIRISIWA SEMMUSO:**

|                                                                                           |  |
|-------------------------------------------------------------------------------------------|--|
| Nomoro ya kaelo:                                                                          |  |
| Kopo e amogetswe ke:<br>(Tlhalosa Maemo, Leina le Sefane sa Motlhankedi wa Tshedimosetso) |  |
| Letlha le e amogetsweng ka lona:                                                          |  |
| Dituelo tsa phitlhelelo:                                                                  |  |
| Dipositi (fa e le teng):                                                                  |  |

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\_\_\_\_\_  
**Tshaeno      ya      Motlhankedi      wa**  
**Tshedimosetso**

**FOROMO YA B**

**FOROMO YA BOIKUELO JWA KA FA GARE**

|                                    |
|------------------------------------|
| <b>DINTLHA TSA LEPHATA LA PUSO</b> |
|------------------------------------|

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|                                                                                                                                                                                                                           |            |  |        |  |       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--|--------|--|-------|
|                                                                                                                                                                                                                           |            |  |        |  |       |
| Leina la Lephata la Puso                                                                                                                                                                                                  |            |  |        |  |       |
| Leina le Sefane sa Motlhankedi wa Tshedimosetso:                                                                                                                                                                          |            |  |        |  |       |
| <b>DINTLHA TSA MONGONGOREGI YO O TLHOMANG BOIKUELO JWA KA FA GARE</b>                                                                                                                                                     |            |  |        |  |       |
| Maina ka Botlalo                                                                                                                                                                                                          |            |  |        |  |       |
| Nomoroitshupo                                                                                                                                                                                                             |            |  |        |  |       |
| Aterese ya Poso                                                                                                                                                                                                           |            |  |        |  |       |
| Dinomoro tsa Kgolagano                                                                                                                                                                                                    | Mogala (B) |  | Fekese |  |       |
|                                                                                                                                                                                                                           | Selula     |  |        |  |       |
| Aterese ya lmeile                                                                                                                                                                                                         |            |  |        |  |       |
| A boikuelo jwa ka fa gare bo tlhomilwe mo boemong jwa motho yo mongwe?                                                                                                                                                    |            |  | Ee     |  | Nnyaa |
| Fa karabo e le "ee", maemo a boikuelo jwa ka fa gare mo boemong jwa motho yo mongwe bo tlhomiwang ka ona: (Bosupi jwa maemo a boikuelo jwa ka fa gare bo dirwang ka ona, fa bo le teng, bo tshwanetse go tshwaraganngwa.) |            |  |        |  |       |
| <b>DINTLHA TSA MOTHO YO GO TLHOMIANG BOKUELO JWA KA FA GARE BO DIRIANG MO BOEMONG JWA GAGWE</b><br><i>(Fa bo tlhomilwe ke motho yo mongwe)</i>                                                                            |            |  |        |  |       |
| Maina ka Botlalo                                                                                                                                                                                                          |            |  |        |  |       |
| Nomoroitshupo                                                                                                                                                                                                             |            |  |        |  |       |
| Aterese ya Poso                                                                                                                                                                                                           |            |  |        |  |       |
| Dinomoro tsa Kgolagano                                                                                                                                                                                                    | Mogala (B) |  | Fekese |  |       |
|                                                                                                                                                                                                                           | Selula     |  |        |  |       |
| Aterese ya lmeile                                                                                                                                                                                                         |            |  |        |  |       |

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DATE: \_\_\_\_\_

| <b>TSHWETSO E GO DIRIWANG BOIKUELO JWA KA FA GARE KGATLHANONG LE YONA</b><br><i>(tshwaya lebokoso le le maleba ka "X")</i>                                                                                                   |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Kganelo ya kopo ya phitlhelelo                                                                                                                                                                                               |  |
| Tshwetso malebana le dituelo tse di beilweng go ya ka karolo 22 ya Molao                                                                                                                                                     |  |
| Tshwetso malebana le katoloso ya paka e go tshwanetsweng go sanaganwa le kopo ka yona go ya ka karolo 26(1) ya Molao                                                                                                         |  |
| Tshwetso go ya ka karolo 29(3) ya Molao go ganela phitlhelelo ka mokgwa o e kopilweng ka ona ke mokopi                                                                                                                       |  |
| Tshwetso ya go neelana ka phitlhelelo                                                                                                                                                                                        |  |
| <b>MABAKA A BOIKUELO</b><br><i>(Fa phatlha e e tlametsweng e sa lekana, tsweetswee tswelela mo pampiring e e kwa thoko mme o e tshwaraganye le foromo e. ditsebe tsotlhe tsa tlaleletso di tshwanetse go tshwaraganngwa)</i> |  |
| Tlhalosa mabaka a boikuelo jwa ka fa gare bo theilweng ka ona:                                                                                                                                                               |  |
| Tlhalosa tshedimoseto nngwe le nngwe e e ka nnang maleba fa go elwa boikuelo tlhoko:                                                                                                                                         |  |

O tla itsisiwe ka lokwalo ka ga tshwetso ka ga boikuelo jwa gago jwa ka fa gare. Tsweetswee supa mokgwa o o o ratang wa kitsiso:

| Aterese ya poso | Fekese | Tlhaeletsano ya Eleketeroniki<br>(Tsweetswee totobatsa) |
|-----------------|--------|---------------------------------------------------------|
|                 |        |                                                         |

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SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Saenilwe kwa \_\_\_\_\_ ka \_\_\_\_\_ letsatsi la \_\_\_\_\_  
20\_\_\_\_\_.

\_\_\_\_\_  
**Tshaeno ya Moikuedi/Motho yo mongwe**

-----  
-----  
**E DIRISIWA SEMMUSO:**  
**REKHOTO YA SEMMUSO YA BOIKUELO JWA KA FA GARE**

|                                                                                                                                                                                                                           |       |  |                                                 |       |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|--|-------------------------------------------------|-------|--|
| Boikuelo bo amogetswe ke:<br>( <i>tlhalosa maemo, leina le sefane tsa ga Motlhankedi wa Tshedimosetso</i> )                                                                                                               |       |  |                                                 |       |  |
| Letlha le e amogetsweng ka lona:                                                                                                                                                                                          |       |  |                                                 |       |  |
| Boikuelo bo tsamaya le mabaka a tshwetso ya ga motlhankedi wa tshedimosetso le, fa go dirang gone, dintlha tsa motho mongwe le mongwe yo kgotsa rekhoto e amanang le ene, e e rometsweng ke motlhankedi wa tshedimosetso: |       |  |                                                 | Ee    |  |
|                                                                                                                                                                                                                           |       |  |                                                 | Nnyaa |  |
| <b>DIPHOLO TSA BOIKUELO</b>                                                                                                                                                                                               |       |  |                                                 |       |  |
| Kganelo ya kopo ya phitlhelelo.<br>Tiisitswe?                                                                                                                                                                             | Ee    |  | Tshwetso e ntšhwa<br>( <i>Fa e sa tiisiwa</i> ) |       |  |
|                                                                                                                                                                                                                           | Nnyaa |  |                                                 |       |  |
| Dituelo (Karolo 22).<br>Tiisitswe?                                                                                                                                                                                        | Ee    |  | Tshwetso e ntšhwa<br>( <i>fa e sa tiisiwa</i> ) |       |  |
|                                                                                                                                                                                                                           | Nnyaa |  |                                                 |       |  |

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|                                          |       |  |                                        |  |
|------------------------------------------|-------|--|----------------------------------------|--|
| Katoloso (Karolo 26(1)). Tiisitswe?      | Ee    |  | Tshwetso e ntšhwa<br>(fa e sa tiisiwa) |  |
|                                          | Nnyaa |  |                                        |  |
| Phitlhelelo (Karolo 29(3)). Tiisitswe?   | Ee    |  | Tshwetso e ntšhwa<br>(fa e sa tiisiwa) |  |
|                                          | Nnyaa |  |                                        |  |
| Kopo ya phithelelo e neetswe. Tiisitswe? | Ee    |  | Tshwetso e ntšhwa<br>(fa e sa tiisiwa) |  |
|                                          | Nnyaa |  |                                        |  |

Saenilwe kwa \_\_\_\_\_ ka \_\_\_\_\_ letsatsi la \_\_\_\_\_  
20\_\_\_\_\_.

\_\_\_\_\_  
**Bothati jo bo Maleba**

**RESPONSIBILITY MANAGER:**

NAME: MS MBALI MBATHA

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**APPROVED BY:**

NAME: MS THULISILE MANZINI

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## FOROMO YA C

### KGANELO YA TSWELETSO YA TSHEDIMOSETSO YA SEBELE GO YA KA KAROLO 11(3) YA MOLAO WA TSHIRELETSO YA TSHEDIMOSETSO YA SEBELE, 2013 (MOLAO NO. 4 WA 2013)

*Tlhokomela:*

- 1. Diafitafiti le bosupi jo bongwe wa ditokomane jo bo tshegetsang kganelo bo tshwanetse go tshwaraganngwa.*
- 2. Fa phatlha e e tlametsweng mo Foromong e e sa lekana, romela tshedimose tso jaaka Mametlelelo ya Foromo e mme o saene tsebe nngwe le nngwe.*

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SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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NAME: MS THULISILE MANZINI

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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| <b>A</b>                                                                                | <b>DETAILS OF DATA SUBJECT</b>      |  |
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| Residential, postal or business address:                                                |                                     |  |
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| Fax number:                                                                             |                                     |  |
| E-mail address:                                                                         |                                     |  |
| <b>B</b>                                                                                | <b>DETAILS OF RESPONSIBLE PARTY</b> |  |
| Name and surname of responsible party ( <i>if the responsible party is a natural</i> ): |                                     |  |
| Residential, postal or business address:                                                |                                     |  |
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**RESPONSIBILITY MANAGER:**

NAME: MS MBALI MBATHA

SIGNATURE: \_\_\_\_\_

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NAME: MS THULISILE MANZINI

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

|                                                                                              |                                                                             |
|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| Leina la lephata la puso kgotsa la poraefete (fa motho yo o rweleng maikarabelo e se motho): |                                                                             |
| Aterese ya Tiro:                                                                             |                                                                             |
|                                                                                              |                                                                             |
|                                                                                              |                                                                             |
|                                                                                              | Khoutu (     )                                                              |
| (Di)nomoro ya kgolagano:                                                                     |                                                                             |
| Nomoro ya fekese:                                                                            |                                                                             |
| Aterese ya imeile:                                                                           |                                                                             |
| <b>C</b>                                                                                     | <b>MABAKA A KGANELO (tsweetswee tlamela mabaka a a feletseng a kganelo)</b> |
|                                                                                              |                                                                             |
|                                                                                              |                                                                             |

Saenilwe kwa ..... ka ..... letsatsi la .....20.....

.....  
*Tshaeno ya mong wa tshedimosetso (mokopi)*

**RESPONSIBILITY MANAGER:**

NAME: MS MBALI MBATHA

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**APPROVED BY:**

NAME: MS THULISILE MANZINI

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## FOROMO YA D

### KOPO YA GO TSHIAMISO KGOTSA PHIMOLO KGOTSA TSHENYO YA TSHEDIMOSETSO YA SEBELE GO YA KA KAROLO 24(1) YA MOLAO WA TSHIRELETSO YA TSHEDIMOSETSO YA SEBELE, 2013 (MOLAO NO. WA 2013)

*Tlhokomela:*

- 1. Diafitafiti kgotsa bosupi jo bongwe jwa ditokomane jo bo tshegetsang kopo bo tshwanetse go tshwaraganngwa.*
- 2. Fa phatlha e e tlametsweng mo Foromong e e sa lekana, romela tshedimosetso jaaka Mametlelelo ya Foromo e mme o saene tsebe nngwe le nngwe.*

Tshwaya lebokoso le le maleba ka "x".

**Kopo ya:**

☐

Tshiamiso kgotsa tloso ya tshedimosetso ya sebele ka ga mong wa tshedimosetso e e tshotsweng kgotsa e e mo taolong ya motho yo o rweleng maikarabelo.

☐

Tshenyo kgotsa tloso ya rekhoto ya tshedimosetso ya sebele ka ga mong wa tshedimosetso e e tshotsweng kgotsa e e laolwang ke motho yo o rweleng maikarabelo yo o sa tiholeng a dumeletswe go tshola rekhoto ya tshedimosetso.

|                                                                                              |            |
|----------------------------------------------------------------------------------------------|------------|
| Leina la lephata la puso kgotsa la poraefete (fa motho yo o rweleng maikarabelo e se motho): |            |
| G                                                                                            |            |
|                                                                                              |            |
|                                                                                              |            |
|                                                                                              | Khoutu ( ) |
| (Di)nomoro ya kgolagano:                                                                     |            |
| Nomoro ya fekese:                                                                            |            |
| Aterese ya imeile:                                                                           |            |

**RESPONSIBILITY MANAGER:**

NAME: MS MBALI MBATHA

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DATE: \_\_\_\_\_

**APPROVED BY:**

NAME: MS THULISILE MANZINI

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

|          |                                                                                                                                                                                                                                                                                                                               |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>C</b> | <b>MABAKA A *TSHIAMISO KGOTSA PHIMOLO YA TSHEDIMOSETSO YA SEBELE KA GA MONG WA TSHEDIMOSETSO/*TSHENYO KGOTSA PHIMOLO YA REKHOTO YA TSHEDIMOSETSO YA SEBELE</b><br><b>KA GA MONG WA TSHEDIMOSETSO E E TSHOTSWENG KGOTSA E E MO TAOLONG YA MOTHO YO O RWELENG MAIKARABELO. (Tsweetswee tlamela mabaka a a feletseng a kopo)</b> |
|          |                                                                                                                                                                                                                                                                                                                               |
|          |                                                                                                                                                                                                                                                                                                                               |
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| Fax number:                                                                                   |                                     |             |
| E-mail address:                                                                               |                                     |             |
| <b>B</b>                                                                                      | <b>DETAILS OF RESPONSIBLE PARTY</b> |             |
| Name and surname of responsible party <i>(if the responsible party is a natural person)</i> : |                                     |             |
| Residential, postal or business address:                                                      |                                     |             |
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| Contact number(s):                                                                            |                                     |             |
| Fax number:                                                                                   |                                     |             |
| E-mail address:                                                                               |                                     |             |

\*      *Phimola nngwe le nngwe e e sa direng*

**RESPONSIBILITY MANAGER:**

NAME:      MS MBALI MBATHA

SIGNATURE: \_\_\_\_\_

DATE:      \_\_\_\_\_

**APPROVED BY:**

NAME:      MS THULISILE MANZINI

SIGNATURE: \_\_\_\_\_

DATE:      \_\_\_\_\_

Saenilwe kwa ..... ka ..... letsatsi la .....20.....

.....  
*Tshaeno ya Mong wa tshedimosetso*

**RESPONSIBILITY MANAGER:**

NAME: MS MBALI MBATHA  
SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_

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