



I-Tiger Brands I-Limited Corporate Strategy
(Kubandakanya zonke izinkampani ezingaphansi)

**UMHLAWULO WOKWENZA UKUFIKELELE
KWABANTU EZINDABENI**

**Ilungiselelwe futhi yashicilelwa
ngokwemigomo yesigaba 51
soMthetho Wokukhuthaza
Ukutholakala Kolwazi 2 ka 2000
(njengoba uchitshiyelwe)**

Juni 2024

Inguqulo 4

Ikhophi yale ncwajana izotholakala ukuze ihlolwe ehhovisi le-Tiger Brands Corporate futhi
iyatholakala kuwebhusayithi yenkampani ku www.tigerbbrands.com

OKUQUKETHWE

Izihloko Amakhasi

1. Isingeniso.....	3
2. Izifinyezo.....	3
3. Inhloso Yencwajana Ye-PAIA	4
4. Imininingwane Eyinhloko Yokuxhumana Yokuthola Ulwazi ye-Tiger Brands Limited	5
5. Indlela yokusebenzisa i-PAIA nendlela yokuthola i-PAIA Ukutholakala Kwesiqondisi	6
6. Izigaba zamaRekhodi we-Tiger Brands Limited ziyatholakala ngaphandle kokuba umuntu ukucela ukufinyelela.....	9
7. Incazelo Yamarekhodi e-Tiger Brands Limited atholakala ngokuhambisana noma yimuphi omunye umthetho.....	11
8. Incazelo yezihloko i-Tiger Brands Limited ephethe ngazo amarekhodi kanye nezigaba zamarekhodi I-Tiger Brands Limited igcina imininingwane ngayinye	14
8.1 Incazelo yezigaba zabantu ababhekene nedatha kanye nolwazi noma izigaba zolwazi ezihlobene nalokhu	15
8.2 Abamukeli noma izigaba zabamukeli okungase kunikezwe kubo imininingwane yomuntu.....	16
9. Ukugeleza kolwazi lomuntu siqu okuhleliwe okungaphesheya kwemingcele.....	17
10. Izinyathelo Zokuphepha Kolwazi Okufanele Zisetshenziswe.....	17
11. Ukucutshungulwa Kwemininingwane Yomuntu.....	17
12. Ukutholakala Kwemanuwali.....	18
13. Inqubo Yokucela.....	19
14. Ukwenqatshelwa Ukufinyelela Kumarekhodi.....	21
15. Amakhambi atholakalayo kuMfakisicelo uma enqatshelwe ukufinyelela...22	
16. Ukutholakala Kwemanuwali.....	22
17. Izithasiselo (Amafomu).....	23

1. ISINGENISO

I-Tiger Brands Limited ("**Tiger Brands**"), inkampani ebhaliswe ku-JSE enesimo esibanzi ezwenikazi lase-Afrika nangaphezulu futhi ingomunye wabakhiqizi abakhulu nabathengisi bemikhiqizo ye-FMCG eNingizimu Afrika futhi sekungamashumi eminyaka. Iqembu lethu ligxile ebhizinisini eliyinhloko lezinhlobo ze-FMCG ezisabalele kulo lonke uchungechunge lwamanani lapho iTiger Brands isebenza khona.

2. ULUHLU LWEZITHATHULULO NAMAQINISELO

2.1 " I-BBB-EE "	I-Broad-Based Black Economic Empowerment
2.2 " DIO "	Isekela Lomphathi Wezokwaziswa
2.3 " ExCo "	IKomiti Eliphethe
2.4 " FMCG "	Izimpahla Ezithengwa Ngokushesha
2.5 " IO "	Isikhulu Sokwaziswa
2.6 " JSE "	I-Johannesburg Stock Exchange ephethwe yi-JSE Limited
2.7 " Minister "	UNgqongqoshe Wezobulungiswa Nezenkonzo Zokuqondisa Amacala
2.8 " I-PAIA "	Umthetho Wokugquguzela Ukutholakala Kolwazi No.2 ka-2000
2.9 " I-POPIA "	Umthetho wokuvikelwa kolwazi lomuntu siqu No.4 ka-2013
2.10 " Umlawuli "	Umlawuli Wokwaziswa
2.11 " IRiphabhuliki "	IRiphabhuliki yaseNingizimu Afrika
2.12 " Ofaka isicelo "	Noma yimuphi umuntu noma inhlangotho efuna ukufinyelela kwirekhodi ingaphansi kokulawulwa yiTiger Brands
2.13 " I-SAHRC "	Ikhomishani YaseNingizimu Afrika Yamalungelo Abantu
2.14 " I-SARS "	Umnyango Wezezimali waseNingizimu Afrika
2.15 " I-SENS "	I-Stock Exchange News Service

3. INHLOSO YE-PAIA MANUAL

Inhloso yaleli Bhukwana le-PAIA ukusiza abafakizicelo abangaba khona noma umphakathi ofisa ukufinyelela olwazini mayelana ne-PAIA evela ku-Tiger Brands, kanye nokwenza abafakizicelo bakwazi -

- 3.1 ukuqonda nokufinyelela ezinhlotsheni zamarekhodi aphethwe yiTiger Brands atholakala ngaphandle kokuthi umuntu afake isicelo esisemthethweni se-PAIA;
- 3.2 babe nokuqonda okwanele kokuthi bangacela kanjani ukufinyelela kumarekhodi e-Tiger Brands, ngokunikeza incazelo yezihloko i-Tiger Brands ephethe amarekhodi azo kanye nezigaba zamarekhodi aphethwe ngesihloko ngasinye;
- 3.3 Yazizincazelo yemibhalo yama-Tiger Brands etholakalayo ngokuhambisana nanoma yimuphi omunye umthetho;
- 3.4 ukufinyelela kuyo yonke imininingwane efanele yokuxhumana nesiphathimandla sezokwazisa kanye nesiphathimandla esisizayo sezokwazisa esizosiza umphakathi ngamarekhodi ahlose ukufinyelela kuwo;
- 3.5 ukwazi incazelo yesikhombisi sendlela yokusebenzisa i-PAIA, njengoba ivuselelwe ngumlawuli nokuthi ungayifinyelela kanjani;
- 3.6 Yazizincazelo ukuthi ngabe i-Tiger Brands izocubungula imininingwane yomuntu, inhloso yokucubungula imininingwane yomuntu kanye nencazelo yezigaba zabantu abathintekayo nolwazi noma izigaba zolwazi ezihlobene nalokhu;
- 3.7 ulwazi olunembile lwezinhlobo zezihloko zedatha kanye nolwazi noma izigaba zolwazi ezihlobene nazo;
- 3.8 Imininingwane yomuntu uqobo ingase idluliselwe kumnikazi wombuso noma kumnikazi wombuso;
- 3.9 uma i-Tiger Brands ihlela ukudlulisa noma ukucubungula ulwazi lomuntu siqu ngaphandle kweRiphabhulikhi yaseNingizimu Afrika kanye nabamukeli noma izigaba zabamukeli okungenzeka banikezwe ulwazi lomuntu siqu; futhi Yazizincazelo ukuthi ngabe i-Tiger Brands inezinyathelo zokuphepha ezifanele ukuqinisekisa ubumfihlo, ubuqotho, kanye nokutholakala kolwazi lomuntu siqu oluzophathwa.

4. IMINININGWANE YOKUXHUMANA YOKUFINYELELA ULWAZI LAMA-TIGER BRANDS LIMITED

4.1 Igama Nenhloko Yomzimba Wangasese

I-Tiger Brands I-Limited Corporate
Strategy
I-Imeyili: Tjaart.kruger@tigerbrands.com

4.2 Isikhulu Sokwaziswa

Igama: Joe Ralebepa
Ucingo: 0118403887
I-imeyili: joe.ralebepa@tigerbrands.com
Inombolo yefeksi: 0115140084

4.3 Isekela Lomphathi Wezokwaziswa

Igama: Kgosi Monaisa
Ucingo: 0118404552
I-imeyili: kgosi.monaisa@tigerbrands.com
Inombolo yefeksi: 0115140084

4.4 Ukutholakala kolwazi othintana nabo jikelele

Ihhovisi likazwelonke noma eliyinhloko

Ikheli Leposi: PO Box 78056, Sandton, 2146, Ikheli LaseNingizimu Afrika:
3010 Winnie Mandela Drive, Bryanston, 2191 Ucingo:
0118404000

I-imeyili: companysecretary@tigerbrands.com

Iwebhusayithi: <http://www.tigerbrands.com>

5. UMHLAHLANDLELA WOKUSEBENZA KANJANI I-PAIA NOKUTHOLA KANJANI UKUFINYELELA KUMHLAHLANDLELA

5.1 Umlawuli, ngokusho kwesigaba 10 ((1) se-PAIA, njengoba sishintshiwe, uvuselele futhi wenza kutholakale Umhlahlandlela obukeziwe wokuthi ungayisebenzisa kanjani i-PAIA (?? Umhlahlandlela ??), ngendlela eqondakala kalula nangendlela, njengoba kungahle kudingeke umuntu ofisa ukusebenzisa noma yiliphi ilungelo elicatshangwe ku-PAIA naku-POPIA.

5.2 Lencwajana itholakala ngazo zonke izilimi ezisemthethweni nange-Braille.

5.3 Umhlahlandlela oshiwo ngenhla uqukethe incazelo-

5.3.1 izinhloso ze-PAIA ne-POPIA;

5.3.2 ikheli leposi, ikheli lomgwaqo, inombolo yocingo neyefeksi, uma ikhona, ikheli le-imeyili lika-

5.3.2.1 isikhulu sezokwazisa somzimba womphakathi ngamunye, futhi

5.3.2.2 Isekela Lomphathi Wokwaziswa wenhlangano yomphakathi noma yangasese ekhonjwe ngokwesigaba 17 (1) se-PAIA¹ nesigaba 56 sePOPIA²

5.3.3 indlela nefomu lesicelo-

5.3.3.1 ukufinyelela kwirekhodi lomzimba womphakathi okubhekiswe kulo esigabeni 11³ futhi

5.3.3.2 ukufinyelela kwirekhodi lomzimba wangasese ohlongozwe esigabeni 50⁴

5.3.4 usizo olutholakala ku-IO yomzimba womphakathi ngokuya nge-PAIA ne-POPIA;

5.3.5 usizo olutholakalayo oluvela kumlawuli ngokuya nge-PAIA ne-POPIA;

5.3.6 zonke izindlela zokulungisa ezisemthethweni ezitholakalayo maqondana nesenzo noma ukungenzi lutho maqondana nelungelo noma umsebenzi I-PAIA kanye ne-POPIA, kubandakanya nendlela yokufaka-

¹ Isigaba 17(1) sePAIA- Ngokwenhloso ye-PAIA, inhlangano yomphakathi ngayinye, ingaphansi komthetho olawula ukuqashwa kwabasebenzi benhlangano yomphakathi ethintekayo, kufanele ikhethe inani labantu njengabasekeli bezikhulu zolwazi njengoba kudingekile ukwenza inhlangano yomphakathi ifinyeleleke ngangokunokwenzeka kulabo abacela amarekhodi ayo.

² Isigaba 56(a) ka-POPIA- Umzimba ngamunye kahulumeni nowangasese kufanele uhlinzekele, ngendlela ebekwe esigabeni 17 soMthetho Wokukhuthaza Ukutholakala Kolwazi, nezinguquko ezidingekayo, ukuqokwa kwenani labantu, uma likhona, njengabasekeli bezikhulu zolwazi njengoba kudingekile ukuze kwenziwe imisebenzi nemithwalo yemfanelo njengoba kubekiwe esigabeni 55 ((1) soMthetho ka-POPIA.

³ Isigaba 11 ((1) se-PAIA- Umfakisisicelo kumele anikezwe ukufinyelela kwirekhodi lomzimba womphakathi uma lowo ofaka isicelo ehambisana nazo zonke izidingo zenqubo e-PAIA ezihlobene nesicelo sokufinyelela kulelo rekhodi; futhi ukufinyelela kulelo rekhodi akwenqatshwa ngokwemibandela yanoma yisiphi isizathu sokwenqatshwa esicatshangwe eSahlukweni 4 sale Ngxenyane.

⁴ Isigaba 50 (a) (1) se-PAIA- Umfakisisicelo kufanele anikezwe ukufinyelela kunoma yimuphi umbhalo wenhlangano yangasese uma-

- a) lelo rekhodi liyadingeka ukuze kusetshenziswe noma kuvikelwe noma yimaphi amalungelo;
- b) lowo muntu uhambisana nezimfuneko zenqubo eziku-PAIA ezihlobene nesicelo sokufinyelela kulolo hlu; futhi
- c) ukufinyelela kulelo rekhodi akwenqatshelwe ngokwemibandela yokwenqatshwa okucatshangwa ngayo eSahlukweni 4 sale Ngxenyane.

- 5.3.6.1 isikhalazo sangaphakathi;
- 5.3.6.2 isikhalazo kumlawuli; futhi
- 5.3.6.3 isicelo enkantolo ngokumelene nesinqumo sesikhulu sezokwazisa somphakathi
Isinqumo esiphathelene nesikhalo sangaphakathi noma isinqumo somlawuli noma
isinqumo se-
inhloko yenhlangano yangasese;

- 5.3.7 izimiso zezigaba 14⁵ no51⁶ ezifuna ukuthi inhlangano yomphakathi kanye nenhlangano yangasese, ngokulandelana, ukuba zihlanganise incwadi yesandla, nokuthi ungayithola kanjani incwadi yesandla;
- 5.3.8 izimiso zezigaba 15⁷ no52⁸ ezihlinzekela ukudalulwa ngokuzithandela kwezigaba zamarekhodi ngumgwamanda womphakathi nomgwamanda wangasese, ngokulandelana;
- 5.3.9 izaziso ezikhishwe ngokwemibandela yezigaba 22⁹ 54¹⁰ mayelana nezimali okumele zikhokhwe mayelana nezicelo zokufinyelela; futhi
- 5.3.10 iziqondiso ezenziwe ngokwesigaba 92¹¹.

⁵ Isigaba 14 ((1) se-PAIA- Isikhulu sezokwazisa somphakathi kumele, okungenani ngezilimi ezintathu ezisemthethweni, senze kutholakale incwadi equkethe ulwazi oluhlelwe esigabeni 4 ngenhla.

⁶ Isigaba 51 ((1) se-PAIA- Inhloko yenhlangano yangasese kufanele yenze itholakale incwadi enencazelo yolwazi oluhlelwe esigabeni 4 ngenhla.

⁷ Isigaba 15 ((1) se-PAIA- Isikhulu solwazi somphakathi, kumele senze kutholakale ngendlela ebekiwe incazelo yezigaba zemibhalo yomphakathi ezitholakala ngokuzenzakalelayo ngaphandle kokuba umuntu acele ukufinyelela.

⁸ Isigaba 52 ((1) se-PAIA- Umphathi wenhlangano yangasese, ngokuzithandela, angenza kutholakale ngendlela enqunyiwe incazelo yezigaba zemibhalo yenhlangano yangasese ezitholakala ngokuzenzakalela ngaphandle kokuba umuntu acele ukufinyelela.

⁹ Isigaba 22 ((1) se-PAIA- Isikhulu solwazi somphakathi esenziwe isicelo sokufinyelela, kufanele ngesaziso sifune ukuthi umceli akhokhe imali yesicelo ebekiwe (uma ikhona), ngaphambi kokuqhubeka nokucubungula isicelo.

¹⁰ Isigaba 54 ((1) se-PAIA- Isikhulu solwazi somphakathi esenziwe isicelo sokufinyelela, kufanele ngesaziso sifune ukuthi umceli akhokhe imali yesicelo ebekiwe (uma ikhona), ngaphambi kokuqhubeka nokucubungula isicelo.

¹¹ Isigaba 92 (1) sePAIA sihlizeka ngokuthi uNgqongqoshe angenza izimiso mayelana - (a) nanoma yiluphi udaba oludingekayo noma oluvunyelwe ukuthi lunqunywe yilo Mthetho;
(b) noma yiluphi udaba oluhlobene nemali ekhokhwayo ecatshangwa ezigabeni 22 no 54;
(c) nanoma yisiphi isaziso esidingwa yilo Mthetho;
(d) imigomo efanayo okufanele isetshenziswe yisiphathimandla solwazi somphakathi lapho sinquma ukuthi yiziphi izigaba zamarekhodi okumele zenziwe zitholakale ngokusho kwesigaba 15; futhi
(e) nanoma yiluphi udaba lwezokuphatha noma lwenqubo oludingekayo ukuze kusetshenziswe izinhlinzeko zalo Mthetho."

- 5.4 Amalungu omphakathi angabheka noma enze amakhophi alo Mhlahlandlela emahhovisi ezikhungo zomphakathi nezizimele, kubandakanya ihhovisi loMlawuli, ngesikhathi samahora ajwayelekile okusebenza

- 5.5 Umhlahlandlela ungaphinda utholwe naku-

- 5.5.1 ngokucela kwisikhulu sezokwaziswa;
- 5.5.2 kusuka kuwebhusayithi yoMlawuli(<https://www.justice.gov.za/inforeg/>).
- 5.6 Ikhophi yalesi Siqondiso iyatholakala nangezilimi ezisemthethweni ezilandelayo, ukuze umphakathi ukwazi ukuhlola ngesikhathi samahora ajwayelekile okusebenza:
 - 5.6.1 IsiNgisi, isiBhunu nesiZulu

**6. IZIGABA ZAMAREKHODI E-TIGER BRANDS LIMITED
 EZUTHOLAKALA NGAPHANDLE KOMUNTU OKUDINGEKA UKUBA
 ACELE UKUFINYELELA.**

Ithebula elingezansi lilandisa izigaba zemibhalo esemphakathini futhi engafinyelelwa ngewebhusayithi yeTiger Brands ku:
www.tigerbrands.com

Uma amarekhodi angezansi engatholakali kusizindalwazi se-Tiger Brands lapho umuntu engadawuniloda idokhumenti, lowo muntu angacela ikhophi ngokuthintana nePhini Lomphathi Wolwazi:
companysecretary@tigerbrands.com noma ngocingo ngo- 011 840 4000.

Uma ikhophi ifunwa, kudingeka ukuthi kukhokhwe imali njengoba kubekiwe esigabeni 13.3.1 ngezansi:

Isigaba samarekhodi	Izinhlobo Zamarekhodi	Iyatholakala ngo lwebhusayithi	Iyatholakala ngesicelo
Imibiko Yonyaka	<ul style="list-style-type: none"> • Unyaka ngamunye Umbiko Ohlanganisiwe • Izimali Zonyaka Izitatimende • Umbiko 	X	X
I-Black Economic Empowerment	<ul style="list-style-type: none"> • I-BBB-EE Isitifiketi Sokuthobelana • Umbiko Wokuhambisana we- 	X	X
Ibhizinisi Izigaba	<ul style="list-style-type: none"> • Imininingwane Yamaphothifoliyo Ebhizinisi le-Tiger Brands 	X	X
Imisebenzi	<ul style="list-style-type: none"> • Ulwazi Lwemfudaze • Amathuba Omsebenzi 	X	X

Ikhodi Yemikhuba Emihle	<ul style="list-style-type: none"> Irejista yemithetho ye-King 	X	X
Amathuluzi Okuphatha	<ul style="list-style-type: none"> Imemorandamu Yokuhlanganiswa Kwama-Tiger 		
Imininingwane Yobuholi	<ul style="list-style-type: none"> Amaphrofayili we Amalunga we I-ExCo 	X	X
Ibhukwana Nesiqondiso se-PAIA	<ul style="list-style-type: none"> I-Tiger Brands Ibhukwana 		
Izinqubomgomo (Zenkampani)	<ul style="list-style-type: none"> Ukulwa nokufumbathisa 		
Imiphumela Izethulo	<ul style="list-style-type: none"> Izimali Zesikhashana Imiphumela Izimali Zonyaka Imiphumela 	X	X
Izindaba Zokushintshisana	<ul style="list-style-type: none"> I-SENS Eshicilelwe Izimemezelo 	X	X
Imininingwane yabaninimash	<ul style="list-style-type: none"> Umtshali-zimali Ikhalenda/Imicimbi 		
Okungamasu Amadokhumentini	<ul style="list-style-type: none"> I-Tiger Brands I-Limited 		
Abahlinzeki	<ul style="list-style-type: none"> I-Purchase Order Imigomo Nemibandela 	X	X

**7. INCAZELO YAMAREKHODI E-TIGER BRANDS LIMITED
 ATHOLAKALA NGOKUHLANGANA NANOMA YIMUPHI EMINYE
 UMTHETHO**

Okulandelayo amarekhodi adalwe futhi atholakale ngokuhambisana nomthetho waseNingizimu Afrika osebenzayo:

Isigaba samarekhodi	Umthetho Osebenzayo
<ul style="list-style-type: none"> • Izinkontileka Zokuqashwa • Shiya Amarekhodi • Amarekhodi Ezokwelapha 	I-Basic Conditions of Employment Umthetho 75 ka1997
<ul style="list-style-type: none"> • Emadokhumenti okufakwa kwezinhlangano ezingokomthetho • Ukwenaba Amaregista 	Umthetho Wezinkampani 71 ka-2008
<ul style="list-style-type: none"> • Ukubuyiselwa Kwemibiko Yokulimala Nokugula Emsebenzini 	Umthetho Wokunxeshezela Kokulinyazwa Nokugula Emsebenzini 130 ka 1993
<ul style="list-style-type: none"> • Imibiko yokuhlaziywa kwelebhu mayelana noshukela emikhiqizweni yeziphuzo ezinoshukela maqondana ne-Health Promotion Levy 	Umthetho Wezokuhwebelana Kwamazwe Ngamazwe 91 ka-1964
<ul style="list-style-type: none"> • Imibiko Yokufunda Nokuthuthuka 	Umthetho Wokulingana Emsebenzini 55 ka-1998
<ul style="list-style-type: none"> • Amadokhumenti okubhalisa kubandakanya amakhophi agunyaziwe alebula yamakhambi ezolimo/imithi yokubulala izinambuzane 	Umthetho wama-36 ka-1947 wezichumiso, ukudla kwepulazi, amakhambi ezolimo kanye namakhambi ezilwane

<ul style="list-style-type: none"> • Kusukela ngo-Agasti 2023, imininingwane yabakhiqizi bayo yonke imithi yokubulala izinambuzane ebhalisiwe 	
<ul style="list-style-type: none"> • Ukuthengiselana Ngezinqubomgomo Zamasheya Ezinkampani 	Umthetho Wezimakethe Zezimali 19 ka-2012
<ul style="list-style-type: none"> • Imininingwane Yomkhiqizo Nokupakisha • Imininingwane ephathelene nezinto zokusetshenziswa 	Imikhiqizo yokudla, izimonyo kanye nemithi yokubulala amagciwane uMthetho 54 ka-1972 kanye noMthetho Wezindinganiso Zemikhiqizo Yezolimo 119 ka-1990 wemikhiqizo efanele
<ul style="list-style-type: none"> • Amarekhodi Okujeziswa • Izinqubomgomo Zomsebenzi • Izivumelwano Zomsebenzi 	Umthetho Wezobudlelwano Bomsebenzi 66 ka-1995
<ul style="list-style-type: none"> • Amadokhumenti okubhalisa kuhlanganise namakhophi agunyaziwe alebula yemithi • Izitifiketi zokubhalisa 	Umthetho Wemithi Nezinto Ezihlobene Nayo 101 ka-1965
<ul style="list-style-type: none"> • Amarekhodi ahlobene nokukhiqizwa nokuphathwa kwemfucuza • Imibiko Yokuphathwa Kwezemvelo 	Ukuphathwa Kwezemvelo Kuzwelonke: Umthetho Wezinkampani 59 ka-2008
<ul style="list-style-type: none"> • Amadokhumenti okubhalisa kuhlanganise namakhophi agunyaziwe alebula yemithi yokubulala amagciwane • Izitifiketi zokubhalisa 	Umthetho 5 ka-2008 we-National Regulator for Obligatory Specifications
<ul style="list-style-type: none"> • Izimvume Zokusebenzisa Amanzi • Imibiko Yokuhlola 	Umthetho Wamanzi Kazwelonke, Umthetho 36 ka-1998

<ul style="list-style-type: none">• Ukuqokwa Ngokomthetho• Uhlu Lwezigameko Zokuphepha/Imi biko	Umthetho Wokunxeshelwa Kokulinyazwa Nokugula Emsebenzini 85 ka 1993
<ul style="list-style-type: none">• Ibhukwana le-PAIA	Umthetho Wokugquguzela Ukutholakala Kolwazi No.2 ka-2000
<ul style="list-style-type: none">• I-Tiger Brands Izingolobane Zolwazi Lokusebenza Komuntu Siqu	Umthetho Wokuvikelwa Kolwazi Lomuntu Siqu 4 ka 2013
<ul style="list-style-type: none">• Ukufunda Nokuthuthuka	Umthetho Wokuthuthukiswa Kwamakhono 97 ka-1998
<ul style="list-style-type: none">• Amarekhodi Okubhaliswa Kwamalungelo Ezimpawu Zokuhweba Nemiklamo• Amalaysense e-software	Umthetho Wezimpawu Zokuhweba 194 ka-1993 Umthetho Wamalungelo Obunikazi 61 ka-1978

8. INCAZELO YEZINDABA OKUYONA UMZIMBA OWENZA KAKHULU AMAREKHODI NEMIKHATHI YAMAREKHODI EYENZELWE KANYE NGENDABA YONKE NGEMIHLOKO YAMAGAMA E-TIGER BRANDS

8.1 Incazelo yezihloko inhlangotho egcina ngazo amarekhodi kanye nezigaba zamarekhodi ahlobene nazo

Izihloko i-Tiger Brands ephethe amarekhodi	Izigaba zamarekhodi aphantelene nesihloko ngasinye
UNobhala Wenkampani	<ul style="list-style-type: none"> - Amadokhumenti okubhalisa izinhlangano ezingokomthetho - Amarekhodi okubhaliswa koMqondisi noMgcini - Amaminithi emihlangano yeKomiti Eliphethe, iBhodi kanye namaKomiti Amancane - Amarekhodi abahlinzeki bezinsizakalo bangaphandle - Izinqumo zeBhodi - Imibiko yonyaka kanye nezaziso zemihlangano yabaninimasheya - Izimemezelo zeSENS - Izimemezelo zezinzuzo - Imali ekhokhelwa abaqondisi abangebona abaphathi - Iregista Yabaninimashezi
Izindaba Zenkampani	<ul style="list-style-type: none"> - Imithombo yezindaba yenkampani kanye nemibiko yezindaba - Amadokhumenti abahlomuli bohlelo lokudla
Ikhasimende	<ul style="list-style-type: none"> - Imininingwane yezitolo - Imininingwane yesitolo se-Spaza
Izimali (Izinsiza Ezihlanganyelwe)	<ul style="list-style-type: none"> - Amarekhodi Abahlinzeki - Ama-invoyisi omthengisi

Izimali (Zeqembu)	<ul style="list-style-type: none"> - Izimali Zonyaka Izitatimende - Izimali Zesikhashana Imiphumela
Izinsiza Zabantu (I- HR)	<ul style="list-style-type: none"> - Amadokhumenti abasebenzi aphantsi nalokhu: <ul style="list-style-type: none"> - Izinkontileka zokuqashwa - Inkokhelo Nezikhuthazo - Ukuphathwa Kokusebenza - Ukufunda Nokuthuthuka - Impilo Nenhlalakahle - Ukulalelwa Kwecala Lokujeziswa - Uhlelo lokulingana kwabasebenzi nezibalo - Ukufaka izintela kwa-SARS - Izinqubomgomo nezinqubo ze-HR - Izinto Zokuqeqesha Nokuthuthukisa - Ukuqashwa Izinhlelo zokulingana kanye neminingwane yezibalo
Ubuchwep heshe Bolwazi	<ul style="list-style-type: none"> - Isofthiwe yekhompyutha - Imibhalo ye-hardware
Umthetho	<ul style="list-style-type: none"> - Izinkantolo - Izincwadi ezivamile zomthetho
Ukutheng wa kwempahl a/Ukukhiqi	<ul style="list-style-type: none"> - Uhlu lwabathengisi - Amaphrojekthi enhlokodolobha
Intela	<ul style="list-style-type: none"> - Izimbuyiselo zentela zamabhizinisi asemthethweni

8.2 Abamukeli noma izigaba zabamukeli lapho imininingwane yomuntu ingase idluliselwe okunikeziwe

Ngokuya ngohlobo lolwazi lomuntu siqu, i-Tiger Brands inganikeza ulwazi noma amarekhodi ezigabeni ezilandelayo zabamukeli:

Isigaba semininingwane yomuntu siqu	Imininingwane yomuntu uqobo ingase idluliselwe kumnikazi wombuso noma kumnikazi wombuso.
Ulwazi oluhlobene nabaqondisi	<ul style="list-style-type: none"> • Amabhange • Abahlinzeki/Abahlinzeki Besevisi • Amakhasimende
Ulwazi oluhlobene nabasebenzi	<ul style="list-style-type: none"> • Noma iyiphi inkantolo, inkantolo yezokuphatha noma yezomthetho, inkantolo yokulamula, ikhomishini esemthethweni, igunya elilawulayo, noma i-ombudsman efuna ulwazi lomuntu siqu noma ukutholakala ngokwemithetho esebenzayo • Izinhlelo Zokwelapha • Izimali Zempesheni/Zokulondolozwa Komphakathi • Ihhovisi Lezikweletu/Abahlinzeki Bezikweletu • I-South African Police Services
Ulwazi oluhlobene nenhlango	<ul style="list-style-type: none"> • Izikhungo ezisemthethweni ezifanele

9. I-TRANSBORDER EHLELIWEYO UKUGULA KOLWAZI LOMUNTU

I-Tiger Brands ingase idingeke ukuba idlulisele ulwazi lomuntu siqu kwenye yezinhlango ze-Tiger Brands, i-ejenti, i-sub-contractor noma umuntu wesithathu oqhuba ibhizinisi kwamanye amazwe, kuhlanganise nalawo okungenzeka ukuthi awanawo imithetho yobumfihlo yedatha efana naleyo yaseNingizimu Afrika. Uma lokhu kwenzeka, sizoqinisekisa ukuthi noma ubani esimdlulisele ulwazi lwakho uyavuma ukuphatha ulwazi lwakho ngezinga elifanayo lokuvikelwa njengokungathi sisebenzelana nalo.

10. INCAZELO EJWAYELEKILE YEZINYANISO ZOKUVIKELA ULWAZI EZINGASETSHENZISWA YIQEMBU ELIBOPHEZELE UKUBA KUQINISEKISE IMFIHLO, UBUQOTHO, NOKUTHOLAKALA KOLWAZI.

I-Tiger Brands ihlala isungula futhi igcina izindlela ezifanele, ezinengqondo zobuchwepheshe nezokuhlala ukuqinisekisa ukuthi idatha yomuntu siqu engaphansi kokunakekelwa kwayo ihlala iyimfihlo futhi iphephile ukuvimbela ukulahleka, ukulimala, ukubhujiswa okungagunyaziwe, ukusetshenziswa kabi, ukufinyelela okungekho emthethweni, ukudalulwa, noma ukucutshungulwa kolwazi lomuntu siqu. Sithatha izinyathelo ezifanele ukuze sigcine ukwaziswa komuntu siqu kunembile, kusesikhathini, kuphelele futhi kunokwethenjela.

11. UKUHAMBISWA KOLWAZI LOMUNTU

11.1 I-Tiger Brands iqoqa ulwazi kusuka ebhizinisini layo noma kuwebhusayithi yayo noma ngokusebenzisa imikhankaso yokumaketha, njll. ukuthi yiluphi ulwazi olungaba ngolwazi lomuntu siqu nokuthi yiluphi ulwazi oluvikelwe ngaphansi koMthetho we-POPI.

11.2 I-Tiger Brands iqoqa ulwazi lomuntu siqu lapho ithole khona imvume yomuntu lowo lolwazi oluqondene naye futhi lapho:

11.2.1 kunesidingo esisemthethweni sokusebenzisa noma ukucubungula lolwazi; noma

11.2.2 ukuze izibopho zayo kumakhasimende, abasebenzi kanye nabanye abantu bemvelo noma abasemthethweni.

11.3 I-Tiger Brands ingadalula ngokomthetho ulwazi lomuntu siqu:

11.3.1 Noma yiluphi igunya elilawulayo (okusho ukuthi i-Financial Services Board) kanye nabalawuli ababakhethayo emikhakheni ehlukehlukehene yezezimali;

11.3.2 Ukuhambisana nanoma yimiphi imithetho edluliswe ngaphansi komthetho ofanele, noma nanoma iyiphi inqubo yezomthetho;

11.3.3 Ukuvikela nokuvikela amalungelo nempahla ye-Tiger Brands (kubandakanya impahla yayo yobuhlakani);

- 11.3.4 Ukuvikela izithakazelo zomphakathi;
- 11.3.5 Abeluleki bezomthetho noma abahlinzeki bezinsizakalo ezifanayo abanokuzibophezela okufanelekile ukuvikela ulwazi;
- 11.3.6 Izinkampani zeqembu kanye nezinkampani ezingaphansi kwalo;
- 11.3.7 Noma yiliphi igunya elilawulayo (okusho ukuthi i-Financial Services Board) kanye nabalawuli ababakhethayo emikhakheni ehlukehlekene yezezimali;
- 11.3.8 Ukuhambisana nanoma yimiphi imithetho edluliswe ngaphansi komthetho ofanele, noma nanoma iyiphi inqubo yezomthetho;
- 11.3.9 Ukuvikela nokuvikela amalungelo nempahla ye-Tiger Brands (kubandakanya impahla yayo yobuhlakani);
- 11.3.10 Ukuvikela izithakazelo zomphakathi;
- 11.3.11 Abeluleki bezomthetho noma abahlinzeki bezinsizakalo ezifanayo abanezibopho ezifanele zokuvikela ulwazi; noma
- 11.3.12 Izinkampani zeqembu kanye nezinkampani ezingaphansi.
- 11.4 I-Tiger Brands ingadalula ngokomthetho ulwazi lomuntu siqu:
 - 11.4.1 Isikhwama sempesheni/sokuvikeleka kanye/noma abaphathi baso;
 - 11.4.2 Isikhwama Sokusiza Kwezokwelapha;
 - 11.4.3 Izinkampani eziqasha abantu; noma
 - 11.4.4 I-Credit Bureau
- 11.5 Lapho i-Tiger Brands isebenzisa izinsizakalo zabantu besithathu ukucubungula ulwazi lomuntu siqu, i-Tiger Brands izoqinisekisa ukuthi kunezinyathelo zesivumelwano ezidingekayo zokuvikela ukulahleka noma ukuvezwa kolwazi olunjalo lomuntu siqu.
- 11.6 Isitatimende/Isaziso Sobumfihlo seTiger Brands esiphelele sitholakala kuwebhusayithi ku <http://www.tigerbrands.com>

12. UKUTHOLAKALA KUKABHUKWANA

- 12.1 Ikhophi yale Manuwali iyatholakala-
 - 12.1.1 ku (<http://www.tigerbrands.com>), uma kukhona;
 - 12.1.2 Iyatsha eliphethe leTiger Brands Limited ku **3010 Winnie Mandela Drive, Bryanston, 2191**, ukuhlolwa ngumphakathi ngezikhathi ezijwayelekile zebhizinisi;
 - 12.1.3 kunoma yimuphi umuntu ngokucela nangokukhokhwa kwemali ebekiwe efanele; futhi
 - 12.1.4 Kumlawuli Wokwaziswa uma eceliwe.

12.2 Imali ekhokhelwa ikhophi yeNcwadi, njengoba kucatshangwa **Kusiqephu B** kaMthethonkambiso, uzokhokhelwa ikhophi ngayinye yohlobo lwe-A4 eyenziwe ngo-R1.10 (Randi elilodwa namarandi ayishumi) ekhasini ngalinye lohlobo lwe-A4.

13. INKQUBO YOKUCELA

13.1 Ukugcwaliswa kwefomu elibekiwe

13.1.1 Noma yisiphi isicelo sokufinyelela kwirekhodi ngokwemigomo ye-PAIA kufanele sihambisane neFomu 2 **Lesiqephu Lesiqephu A** kuSaziso sikaHulumeni No. R.757 yomhla ka-27 Agasti 2021 eshicilelwe ngaphansi kwe-PAIA Regulations futhi kufanele icaciswe ngokuya ngerekhodi eliceliwe. Sicela ubonise **Esiquphini B** (“Ifomu Lesicelo Sokufinyelela”);

13.1.2 I-POPIA ihlinzeka ngokuthi umuntu othintekayo angacela i-Tiger Brands ukuthi iqinisekise, mahhala, yonke imininingwane ephethwe yi-Tiger Brands mayelana nalowo muntu othintekayo futhi angacela ukufinyelela kulolo lwazi, kufaka phakathi ulwazi mayelana nobunikazi beqembu lesithathu elinalo noma elalinalo lolo lwazi.

13.1.3 Noma yisiphi isicelo sokufinyelela kulwazi lomuntu siqu ngaphansi kwe-POPIA kufanele sifakwe kwifomu elinamathiselwe lapha **Kusiqephu G**.

13.1.4 I-POPIA ibuye ibeke ukuthi lapho umuntu odinga imininingwane edingeka ukuthi akhokhe imali yezinsizakalo ezinikezwe yena, iTiger Brands kufanele inikeze umuntu odinga imininingwane isilinganiso esibhaliwe semali ekhokhwayo ngaphambi kokunikeza insizakalo futhi ingadinga ukuthi umuntu odinga imininingwane akhokhe idiphozi ngayo yonke noma ingxenye yemali.

13.1.5 Isicelo sokufinyelela olwazini esingahambisani nemigomo ebekwe yi-PAIA/POPIA sizobuyiselwa kuwe, kodwa ungaxhumana nesikhulu sethu sezokwaziswa uma udinga usizo.

13.1.6 Izizathu zokwenqatshwa kwesicelo somuntu odluliswa idatha zichazwe ku-PAIA futhi zixoxwa ngezansi.

13.1.7 I-POPIA ihlinzeka ngokuthi umuntu othintekayo angaphikisana, noma nini, nokucutshungulwa kolwazi lomuntu siqu yi-Tiger Brands, ngezizathu ezizwakalayo ezihlobene nesimo sakhe esithile, ngaphandle uma umthetho uhlinzeka ngokucutshungulwa okunjalo. Isihloko sedatha kufanele sigcwalise ifomu elibekiwe elifakwe lapha **Kusiqephu E** bese eyidlulisela kumphathi wezokwazisa ekhelini leposi noma elingokoqobo, inombolo yefeksi noma ikheli le-imeyili elishiwo ngenhla.

13.1.8 Umuntu onolwazi angacela i-Tiger Brands ukuthi ilungise noma isuse ulwazi lomuntu siqu oluphathelele nalowo muntu onolwazi oluphethelele yiyo noma olungaphansi kokulawula kwayo olunganembile, olungabalulekile, olweqile, olungaphelele yisikhathi, olungaphelele, olukhohlisayo noma olutholwe ngokungemthetho; noma ubhubhise noma ususe irekhodi lemininingwane yomuntu siqu ephathelene nalowo muntu onolwazi ukuthi i-Tiger Brands ayisavunyelwe ukugcina amarekhodi ngokuya ngemibandela ye-POPIA's yokugcinwa nokuvinjelwa kwamarekhodi.

13.1.9 Isihloko sedatha esifisa ukucela ukulungiswa noma ukususwa kolwazi lomuntu siqu

noma ukubhujiswa noma ukususwa kwerekhodi lolwazi lomuntu siqu kufanele sifake isicelo kwi-Information Officer ekhelini leposi noma elingokoqobo, inombolo yefeksi noma ikheli leposi le-elektronikhi elishiwo ngenhla efomini elifakwe lapha njengeSithasiselo F.

13.2 Ubufakazi bokuthi ungubani

13.2.1 Kudingeka ubufakazi bokuthi ungubani ukuze uqinisekise ukuthi ungubani kanye nesicelo. Ngaphezu kwaleli fomu elibekiwe, kuyodingeka ukuba wethule ubufakazi obamukelekayo bokuthi ungubani njengekhophi eqinisekisiwe yedokhumende yakho yobunikazi noma ezinye izinhlobo zomthetho zobunikazi.

13.3 Ukukhokhwa kwemali ebekiwe

13.3.1 Kunezigaba ezimbili zemali ekhokhwayo:

13.3.1.1 Imali yesicelo: R140.00

13.3.1.2 Imali yokufinyelela: Lokhu kubalwa ngokubheka izindleko zokukhiqiza kabusha, izindleko zokucwaninga nokulungiselela, kanye nezindleko zeposi. Lezi zinkokhelo zibekwe **Kusiqephu Kusiqephu B**.

13.3.1 Isigaba 54 se-PAIA sinikeza i-Tiger Brands ilungelo lokukhokhisa noma ukucela imali ukuze ikwazi ukuthola izindleko zokucubungula isicelo nokunikeza ukufinyelela kumarekhodi. Izimali ezingase zikhokhiswe zichaziwe **Kusiqephu B** kaHulumeni No. R.757 yomhlaka 27 Agasti 2021 eshicilelwe ngaphansi kwe-PAIA Regulations. Sicela ubheke **ku ku-Annexure B naku naku-Annexure D** ngenzansi.

13.3.2 Lapho kuthathwe isinqumo sokunikeza isicelo, irekhodi ngeke lidalulwe kuze kube yilapho imali edingekayo ikhokhwe ngokugcwele.

13.4 Isikhathi esibekiwe sokucubungula isicelo sokufinyelela:

13.4.1 Izicelo zizocutshungulwa zingakapheli izinsuku ezingama-30 (amashumi amathathu), ngaphandle uma isicelo siqukethe izinto ezingezinhlobo ezidinga ukwelulwa kwesikhathi.

13.4.2 Isikhulu Sokwaziswa sizokwazisa umfakisicelo ngesinqumo, kanye nezimali okumele zikhokhwe (uma zikhona) kwifomu elihambisana ngokuyisisekelo neFomu 3 leSithasiselo A sesimemezelo sikaHulumeni No. I-R.757 yomhlaka 27 Agasti 2021. Sicela ubheke ku-Annexure D.

13.4.3 Uma kudingeka ukwelulwa kwesikhathi, uzokwaziswa, kanye nezizathu ezichaza ukuthi kungani kudingeka ukwelulwa kwesikhathi.

13.5 Izizathu zokwenqaba ukufinyelela nokuvikelwa kolwazi

13.5.1 Kunezizathu ezahlukene lapho isicelo sokufinyelela kwirekhodi singanqatshwa khona. Lezi zizathu zihlanganisa:

- ukuvikelwa kolwazi lomuntu siqu lomuntu wesithathu (ongumuntu wemvelo) ekudalulweni okungenangqondo;
- ukuvikelwa kolwazi lwezentengiselwano lomuntu wesithathu (isibonelo: izimfihlo zebhizinisi; ulwazi lwezezimali, lwezentengiselwano, lwesayensi noma

lwezobuchwepheshe olungalimaza izintshisekelo zezentengiselwano noma zezezimali zomuntu wesithathu);

- uma ukudalulwa kungadala ukwep hulwa kwesibopho sokwethenjwa esibhekiswe kumuntu wesithathu;
- uma ukudalulwa kungaholela ekwep hulweni kwesibopho sokugcina imfihlo kumuntu wesithathu;
- uma irekhodi lakhishwa ngesikhathi kuqhubeka inqubo yomthetho, ngaphandle uma lelo lungelo elingokomthetho liyekisiwe;
- uma irekhodi liqukethe izimfihlo zokuhweba, ulwazi lwezezimali noma olubucayi noma noma yiluphi ulwazi olungafaka iTiger Brands (ngokungahambisani nezimo ezingoxweni noma ukulimaza umncintiswano wezohwebo); futhi/noma
- uma irekhodi liqukethe ulwazi mayelana nocwaningo olwenziwayo noma oluzokwenziwa egameni lomuntu wesithathu noma yiTiger Brands

13.5.2 Isigaba 70 se-PAIA siqukethe umthetho obaluleke kakhulu. Ukudalulwa kwerekhodi kuphoqelekile uma kungaveza (i) ukwep hulwa okukhulu komthetho, noma ukwehluleka ukuhambisana nomthetho; noma (ii) kunengozi enkulu futhi enkulu yokuphepha komphakathi noma imvelo; futhi (iii) intshisekelo yomphakathi ekudalulweni kwerekhodi okukhulunywa ngalo idlula ngokusobala ukulimala okucatshangwayo ngokudalulwa kwalo.

13.5.3 Uma isicelo sokufinyelela kulwazi sithinta umuntu wesithathu, lowo muntu wesithathu kufanele aqale aziswe zingakapheli izinsuku ezingu-21 (amashumi amabili nanye) ethole isicelo. Umuntu wesithathu ubezoba nezinsuku ezingu-21 (amashumi amabili nanye) ezengeziwe zokwenza izethulo kanye/noma izethulo mayelana nokunikezwa ukufinyelela kwerekhodi.

14. UKWENQWA KOKUFINYELELA KUMAREKHODI

14.1 Njengenhlangano yangasese, i-Tiger Brands ingasengqaba isicelo solwazi:

14.1.1 Uma kudalulwa noma kunikezwa, kungadala ukwep hulwa kwanoma yimuphi umthetho, umthethonqubo noma isibopho senkontileka, kufaka phakathi kodwa kungacini ku-Protection of Personal Information Act, No. 4 of 2013 ("Umthetho wePOPI");

14.1.2 Kungaba ulwazi olubucayi kwezentengiselwano noma izimfihlo zebhizinisi ze-Tiger Brands noma abanye abantu besithathu;

14.1.3 Ubhekene noma uhlobene nophenyo olwenziwayo (lwangaphakathi noma lwangaphandle);

14.1.4 kubonakala sengathi akunangqondo noma kucasula ngokwemvelo.

14.2 Isinqumo esenziwe yi-Information Officer sithathwa njengesinqunyiwe. Noma yimuphi umuntu onganelisekile ngesinqumo soMqondisi woLwazi sokwenqaba ukufinyelela kunoma yiluphi ulwazi angalandela noma yiziphi izinqubo ezibekwe ngaphansi kwesigaba 15.2 ngezansi ukuze kutholakale usizo.

15. IZISOMBULULO ZITHOLAKALA OMFIKI SICELO NGENXA YOKUFIKELELA

- 15.1 Uma isikhulu solwazi sinquma ukukunikeza ukufinyelela kwirekhodi elithile, ukufinyelela okunjalo kufanele kunikezwe zingakapheli izinsuku ezingu-30 (amashumi amathathu) azisiwe ngesinqumo.
- 15.2 Ayikho inqubo yokudlulisa isikhalo yangaphakathi engalandelwa ngemuva kokuba isicelo sokuthola ulwazi senqatshiwe. Isinqumo esenziwe yi-Information Officer singesokugcina. Uma kwenzeka unganelisekile ngomphumela wesicelo:
- 15.2.1 Ungakwazi ukufaka isikhalazo ku-Information Regulator: Ikheli le-imeyili: enquiries@info regulator.org.za; noma
- 15.2.2 unelungelo lokufaka isicelo enkantolo enegunya lokulawula ukuze kuthathwe lolu daba.
- 15.3 Lapho umuntu wesithathu ethinteka ngesicelo sokufinyelela futhi uMphathi Wokwaziswa enqume ukukunikeza ukufinyelela kwirekhodi, umuntu wesithathu unezinsuku ezingu-30 (amashumi amathathu) zokudlulisa isinqumo enkantolo enekhono. Uma kungekho sikhalo esilethwe umuntu wesithathu zingakapheli izinsuku ezingu-30 (amashumi amathathu), kufanele unikezwe ilungelo lokufinyelela kumarekhodi.

16. UKUBUYEKEZWA KWENCWADANA

Isikhulu Sezolwazi se-Tiger Brands Limited sizobuyekeza leli bhukwana njalo.

Kukhishwe ngu:

DocuSigned by:

419E2F3F33D34E5...

Joe Ralebepa - Isikhulu Sezokwaziswa

(Isikhulu Sezomthetho)

27 Juni 2024

I-Annexure A weformu 2: ISICELO SOKUFINYELELA UKUREKHODA

ISICELO SOKUFINYELELA UKUREKHODA

[Umthethonqubo 7]

Qaphela:

1. Ubufakazi bokuthi ungubani kumele bunamathiselwe ngumfakisicelo.
2. Uma izicelo zenziwe egameni lomunye umuntu, ubufakazi balokho kuvunyelwa, kufanele bufakwe kuleli fomu.

IYA KU: Isikhulu Sokwaziswa

(Ikheli)

Ikheli le-imeyili

Inombolo yefeksi: Phawula ngo "X"

Isicelo senziwa egameni lami Isicelo senziwa egameni lomunye umuntu.

ULWAZI LOMUNTU SIQU

Amagama aphelele:	
Inombolo yomazisi:	
Isikhundla isicelo esenziwa ngaso (uma senziwa egameni lomunye umuntu):	

Ikheli Leposi:	
Ikheli Logwaqo :	
Ikheli le- imeyili	
Inombolo Yokuxhu mana:	
Ino. (B): Ucingo: I- facsimile	
Amagama agcwele omuntu owenziwe isicelo egameni lakhe (uma kusebenza)	
Inombol o yomazis :	
Ikheli Leposi:	
Ikheli Logwaqo :	

Ikheli le-imeyili:	
Inombolo Yokuxhuma:	
Ino. (B):	
Ucingo: I-facsimile	
IMININGWANE YEREKHODI ECELIWE Nikeza imininingwane ephelile yerekhodi okucelwe ukufinyelela kulo, kufaka phakathi inombolo eyisithenjwa uma uyayazi, ukuze irekhodi litholakale. (Uma isikhala esinikeziwe singanele, sicela uqhubeke ekhasini elihlukile bese ulifaka kuleli fomu. Wonke amakhasi engeziwe kumelwe asayinwe.)	
Incazelo yerekhodi noma ingxenye yalo efanele:	
Inombolo eyisithenjwa, uma ikhona:	
Noma yimiphi eminye imininingwane yerekhodi:	

UHLOBO LWEREKHODI (Maka ibhokisi elisebenzayo ngo-"X")	
Irekhodi libhalwe phansi noma liphrintiwe	
Irekhodi liqukethe izithombe ezibonakalayo (lokhu kuhlanganisa izithombe, amaslayidi, ukuqoshwa kwevidiyo, izithombe ezenziwe ngekhompyutha, imidwebo, njll.)	
Ukurekhoda kuqukethe amagama aqoshiwe noma ulwazi olungaphinde luvezwe ngomsindo	
Irekhodi ligcinwa kukhompyutha noma ngendlela ye-elektronikhi, noma efundeka ngomshini	
IFOMU LOKUFINYELELA (Maka ibhokisi elisebenzayo ngo-"X")	
Ikhophi ephrintiwe yerekhodi (kufaka phakathi amakhophi anoma yiziphi izithombe ezibonakalayo, imibhalo kanye nolwazi olugcinwe kukhompyutha noma ngendlela ye-elektronikhi noma efundeka ngomshini)	
Izithombe ezibhaliwe noma eziphrintiwe noma ezibonakalayo (lokhu kuhlanganisa izithombe, amaslayidi, ukuqoshwa kwevidiyo, izithombe ezenziwe ngekhompyutha, imidwebo, njll.)	
Ukubhalwa kwe-soundtrack (umbhalo noma idokhumenti ephrintiwe)	
Ikhophi yerekhodi ku-flash drive (kufaka phakathi izithombe nama-soundtracks angokoqobo)	
Ikhophi yerekhodi ku-compact disc drive (kuhlanganise izithombe nama-soundtracks)	
Ikhophi yerekhodi eligcinwe kuseva yokucina ifu	
INDLELA YOKUFINYELELA (Maka ibhokisi elisebenzayo ngo-"X")	
Ukuhlolwa komuntu siqu kwamarekhodi ekhelini elibhalisiwe lenhlangano yomphakathi/yangasese (kufaka phakathi ukulalela amagama aqoshiwe, ulwazi olungaphindwa ngomculo, noma ulwazi olugcinwe kukhompyutha noma ngendlela ye-elektronikhi noma efundeka ngomshini)	
Izinsizakalo zeposi eziya ekhelini leposi	

Izinsizakalo zeposi eziya ekhelini lomgwaqo	
Izikhungo zokuthumela izincwadi eziya ekhelini lomgwaqo	
Ifeksi yolwazi olubhalwe phansi noma olunyathelisiwe (kufaka phakathi imibhalo)	
I-imeyili (kuhlanganise nama-soundtrack uma kungenzeka)	
Ukwabelana ngefu/ukudluliswa kwamafayela	
Ulimi oluthandayo: (Qaphela ukuthi uma irekhodi lingatholakali ngolimi oluthandayo, ukufinyelela kunganikezwa ngolimi irekhodi elitholakala ngalo)	
IMINININGWANE YELUNGELO LOKUSEBENZA NOMA LIVIKELWE (Uma isikhala esinikeziwe singanele, sicela uqhubeke ekhasini elihlukile bese ulifaka kuleli Fomu. Le umfakisicelo kufanele asayine wonke amakhasi engeziwe.	
Yisho ukuthi yiliphi ilungelo okufanele lisetshenziswe noma livikelwe:	
Chaza ukuthi kungani irekhodi eliceliwe lidingeka ukuze kusetshenziswe noma kuvikelwe ilungelo elishiwo ngenhla:	

IZIM	
a)	Imali yesicelo kufanele ikhokhwe ngaphambi kokuba isicelo
b)	Uzokwaziswa ngenani lemali yokufinyelela okufanele

c)	Imali ekhokhelwa ukufinyelela kwirekhodi incike kwifomu okudingeka ukufinyelela kulo kanye nesikhathi esidingekayo sokusesha nokulungiselela irekhodi.
d)	Uma ufanelekela ukukhululwa ekukhokheni noma iyiphi imali, sicela usho isizathu sokukhululwa.
Isizathu	

Uzokwaziswa ngokubhaliwe ukuthi isicelo sakho sivunyiwe noma senqatshelwe nokuthi uma sivunyiwe izindleko ezihlobene nesicelo sakho, uma zikhona.

Sicela ubonise indlela oyithandayo yokubhala izincwadi:

Ikheli Leposi	I-facsimile	I-Electronic communication (Sicela ucacise)

Isayinwe Isayinwe _____ kulokhu _____ ngalolusuku

_____ **20** _____

Isiginesha yomfakisicelo / umuntu owenziwe egameni lakhe isicelo

.....
.....

UKUSETSHENZISWA NGOKUSEMTHETHWENI

Inombolo eyisithenj	
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Isicelo sitholwe ngu: (isikhundla sikhulume ni, igama nesibongo sesikhulu selwazi)	
Usuku Lokuthol	
Izimali zokufin	
Imali eyisibamb	

•

Isiginesha yesikhulu sezokwazisa

I-Annexure B - INKOKHELELO YAMABHUKU AMANGA

Into	Incazelo	Inani
1.	Imali yesicelo okufanele ikhokhwe yilowo nalowo ofaka isicelo	R140.00
2.	Ikhophi yekhasi elingu-A4	R2.00 ikhasi ngalinye
3.	Ikhophi ephrintiwe yekhasi elingu-A4	R2.00 ikhasi ngalinye
4.	Ukuze uthole ikhophi efundeka ngekhompyutha ku: (i) I-flash drive (kufanele inikezwe ngumfakisicelo) (ii) I-Compact disc Uma kunikezwe ngumceli Uma kunikezwe umfakisicelo	R40.00 R40.00 R60.00
5.	Ukuze kutholakale umbhalo wezithombe izithombe ekhasini le-A4	Isevisi izoba okwenziwa ngaphandle kuncike ku ukucaphuna ku Umhlinzeki wesevisi.
6.	Ikhophi yezithombe ezibukwayo	Isevisi ezonikezwa ngaphandle. Kuzoncika ekubalweni
7.	Ukuloba okuqoshiwe, ekhasini le-A4	R24.00

<p>8.</p>	<p>Ikhophi yerekhodi lomsindo ku: (i) I-flash drive (kufanele inikezwe ngumfakisicelo) (ii) I-Compact disc Uma kunikezwe ngumceli Uma kunikezwe umfakisicelo</p>	<p>R40.00 R40.00 R60.00</p>
<p>9.</p>	<p>Ukufuna nokulungiselela irekhodi lokudalulwa kwe-ihora noma ingxenye yehora, ngaphandle kwehora lokuqala, okudingeka ngokufanelekile ukusesha nokulungiselela. Ukuthi cha zidlula izindleko eziphelele</p>	<p>R145.00 R435.00</p>
<p>10.</p>	<p>Imali eyisibambiso: Uma usesho ludlula amahora</p>	<p>Ingxenye eyodwa ngesicelo ngasinye ibalwe ngokwemibandela wezinto 2 kuya ku-8.</p>
<p>11.</p>	<p>Ukuthumela ngeposi, nge-imeyili noma nganoma iyiphi enye indlela yokudlulisa nge-</p>	<p>Izindleko zangempela, uma zikhona.</p>

I-Annexure C – ISICELO SeFomu 1 SOKUTHOLA IKHOPI YOMHLAHLANDLELA

[Imithetho 2 no 3]

IYA KU: Umlawuli Wezokwaziswa

P.O. Box

31533

Braamfontein

2017

Ikheli le-imeyili: enquiries@infoeregulator.org.za

Inombolo yocingo: +27 (0) 10 023 5200

NOMA

Isikhulu Sokwaziswa

Amagama aphelele:				
Ngokwesik hundla sami njengo (makhe)	Isikhulu Sokwazisw a		Okunye	
Igama lenhlangano yomphakathi/ yangasese (umthetho)				
Ikheli Leposi:				
Ikheli Logwaqo				
Ikheli le- imeyili:				
I-facsimile:				
Inombolo Yokuxhu	Ino. (B):		Ucingo:	

Mina, ngicela amakhophi alandelayo omhlahlandlela:

Ulimi (yenza nge "X")		Inombolo vamak	Ulimi (yenza nge "X")		Inombolo vamak
	Sepedi			Sesotho	
	Setswana			siSwati	
	Tshivenda			Xitsonga	
	Afrikaans			Isingisi	
	isiNdebele			IsiXhosa	
	isiZulu				

Indlela yokuqoqa (maka ngo-"x")

Ikheli Leposi	I-facsimile	I-Electronic communication (sicela usebenzisa)

Isayinwe Isayinwe _____ kulokhu _____ ngalolusuku

_____ 20 _____

Isiginesha yomfakisicelo

I-Annexure D - IFOMU 3 INKHOMBO YENKHOMBO NENKHOMBO EYAKHONZELWAYO

[Umthetho 8]

Qaphela:

Uma isicelo sakho samukelwa-

inani lediphozi (uma likhona) likhokhwa ngaphambi kokuthi isicelo sakho sicutshungulwe; futhi

irekhodi eliceliwe/ingxenye yerekhodi izokhishwa kuphela uma sekutholiwe ubufakazi bokukhokha okugcwele.

Sicela usebenzise inombolo yezikhombo engezansi kukho konke ukuxhumana okuzayo. Inombolo eyisithenjwa:

IYA KU: _____

Isicelo sakho singosuku _____,

Ibhekisela. Okucelile:

<p>Ukuhlolwa komuntu siqu kwamarekhodi ekhelini elibhalisiwe lenhlangano yomphakathi/yangasese (kufaka phakathi ukulalela amagama aqoshiwe, ulwazi olungaphindwa ngomculo, noma ulwazi olugcinwe kukhompuyutha noma ngendlela ye-elekthronikhi noma efundeka ngomshini) Kudingeka wenze i-aphoyintimenti ukuze uhlole ulwazi futhi ulethe le Fomu nawe. Uma kudinga noma yiluphi uhlobo lokukhiqizwa kabusha kolwazi, unesibopho sokukhokha imali ebekwe ku-Annexure B.</p>	
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Noma Ucele:

<p>Amakhophi aprintiwe alokho kwaziswa (kuhlanganise namakhophi ezithombe ezibonakalayo, imibhalo kanye nolwazi olugcinwe kukhompuyutha noma oluyi-elekthronikhi noma olungafundeka ngomshini)</p>	
<p>Ukubhalwa noma ukuprintwa kwezithombe ezibonakalayo (lokhu kuhlanganisa izithombe, amaslayidi, ukuqoshwa kwevidiyo, izithombe ezenziwe ngekompuyutha, imidwebo, njll.)</p>	
<p>Ukubhalwa kwe-soundtrack (umbhalo noma idokhumenti eprintiwe)</p>	

Ikhophi yolwazi olukuyi-flash drive (kuhlanganise izithombe nezingoma)	
<i>Ikhophi yolwazi olukuyi-compact disc drive (kuhlanganise izithombe nezingoma ezibonakalayo)</i>	
<i>Ikhophi yerekhodi eligcinwe kuseva yokugcina ifu</i>	

Okuzohanjiswa

<i>Izinsizakalo zeposi eziya ekhelini leposi</i>	
<i>Izinsizakalo zeposi eziya ekhelini lomgwaqo</i>	
<i>Izikhungo zokuthumela izincwadi eziya ekhelini lomgwaqo</i>	
<i>Ifeksi yolwazi olubhalwe phansi noma olunyathelisiwe (kufaka phakathi imibhalo)</i>	
<i>I-imeyili (kuhlanganise nama-soundtrack uma kungenzeka)</i>	
<i>Ukwabelana ngefu/ukudluliswa kwamafayela</i>	
<i>Ulimi oluthandayo: (Qaphela ukuthi uma irekhodi lingatholakali ngolimi oluthandayo, ukufinyelela kunganikezwa ngolimi irekhodi elitholakala ngalo)</i>	

Sicela uqaphele ukuthi isicelo sakho siye saba:

Okuvunyelwe

Kwenqatshelwe ngenxa yezizathu ezilandelayo:

Imali ekhokhwayo mayelana nesicelo sakho:

Into	Izindleko zekhasi elilodwa noma ingxenye ye-A4-size/ite m	Inani lamakhasi /izingxenye	Ingqiqi thi l
Ikhophi			
Ikhophi ephrintiwe			
<p>Ukuze uthole ikhophi efundeka ngekhompyutha ku:</p> <p>(iii) I-flash drive (kufanele inikezwe ngumfakisicelo)</p> <p>(iv) I-Compact disc</p> <p>I-flash drive (kufanele inikezwe ngumfakisicelo)</p>	<p>R40.00</p> <p>R40.00</p> <p>R60.00</p>		
Okwa ukubhalwa okubonakalayo izithombe Ikhasi elingu-A4	Isevisi iya ku okwenziwa ngaphandle Kuzoncika ekucashun		

	Umhlinzeki wesevisi. ukuthi		
Ikhophi yezithombe ezibukwayo			
Ukuloba okuqoshiwe, ekhasini ngalinye le-A4	R24.00		
Ikhophi ye irekhodi lomsindo ku: (iii) I-Flash ukushayela (ukuba enikezwe umceli) (iv) I-Compact idiski I-flash drive (kufanele enikezwe ngumfakisicelo I-flash drive (kufanele okunikeziwe iya ku Le umceli	R40.00		
	R40.00		
	R60.00		
Iposi, e-noma yimuphi okunye nge-electronic ukudluliswa:	Okungokoqobo izindleko		
SEKUKONKE			

Idiphozi ekhokhwayo (uma ukusesha kudlula

amahora ayisithupha):

Yebo

Cha

Amah ora okuse shwa		Inani lediphozi (ibalwa kokuthathu kwenani eliphelele ngesicelo ngasinye)	
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Imali kufanele ifakwe kule akhawunti elandelayo yasebhange:

Igama lebhange: _____

Igama lomnikazi we-akhawunti:
_____ **Uhlobo lwe**

i-akhawunti _____ **Inombolo ye-akhawunti:**

Ikhodi yegatsha:

Inombolo eyisithenjwa: _____

Fakela ubufakazi bokukhokha ku: _____

Isayinwe Isayinwe _____ **kulokhu** _____ **ngalolusuku**

20 _____

Isiginesha Yesikhulu Sezokwazisa

**I-Annexure E – UKUPHAKANA KOKUQUQUZWA ULWAZI LOBUQU KU
 IMIGOMO YESIGABA SE-11(3) SOMTHETHO WOKUVIKELWA
 KOLWAZI LUKA-2013 (UMTHETHO NO. 4 KA-2013) IMITHETHO
 OKUHLOKANYE
 EKUVIKELENI KOLWAZI LOMUNTU, 2018**

[Umthetho 2]

Qaphela:

Izitatimende ezifungelwe noma obunye ubufakazi obubhaliwe njengoba kusebenza ukusekela ukuphikisa kungafakwa.

Uma isikhala esihlinzekelwe kuleli Fomu singanele, faka imininingwane njengeSithasiselo kuleli Fomu bese usayina ikhasi ngalinye.

Qedela njengoba kusebenza.

A.	IMINININGWANE EPHATHELENE NOMUNTU ODLISIWE
Igama (amagama) nesibongo/iga ma elibhalisiwe lomuntu onolwazi:	
Isikhombi Esiyingqayiziv ele/ Inombolo Yemeri:	
Ikheli lendawo yokuhlala, leposi noma lebhizinisi:	

	Ikhodi ()
Izinombolo zokuxhumana:	
Inombolo yefeksi / ikheli le-imeyili:	
B	IMINININGWANE YEQEMBU ELIPHENDULE

Igama nesibongo/Igama elibhalisiwe lomuntu ophethe:	
Ikheli lendawo yokuhlala, leposi noma lebhizinisi:	
	Ikhodi ()
Izinombolo zokuxhumana:	
Inombolo yefeksi / ikheli le-imeyili:	
C	IZIZATHU ZOKUPHIKISELA NGOKWEMIGOMO YESIGABA 11(1)(d) to (f)
	(Sicela unikeze izizathu ezinemininingwane

Kusayinwe ngo lokhu usuku lwa.....20.....

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Isiginesha yomuntu othintekayo/umuntu oqokiwe

I-Annexure F – ISICELO SOKULUNGISWA NOMA UKUSUSWA KOLWAZI LOMUNTU NOMA UKUKHISHWA NOMA UKUSUSWA KWEREKHODI LOLWAZI LWAMUNTU NGENIBANDELA YESIGABA 24(1) SOMTHETHO WOKUVIKELWA KOLWAZI LOMUNTU, 2013 (UMTHETHO NO. 4 KA-2013)

UMTHETHO WOKUVIKELWA KOLWAZI LOMUNTU, 2018

[Umthetho 3]

Qaphela:

1. Iziphatimende ezifungelwe noma obunye ubufakazi obubhaliwe njengoba kusebenza ukusekela ukuphikisa kungafakwa.

2. Uma isikhala esihlinzekelwe kuleli Fomu singanele, faka imininingwane njengeSithasiselo kuleli Fomu bese usayina ikhasi ngalinye.

3. Qedela njengoba

kusebenza. Maka ibhokisi elisebenzayo

ngo-"X". Isicelo sokuthi:

Ukulungiswa noma ukususwa kolwazi lomuntu siqu olumayelana nalowo odluliswayo oluphethwe noma olungaphansi kokulawula kwalowo ophethe.

Ukubhujiswa noma ukususwa kwerekhodi lemininingwane yomuntu siqu ephathelene nalowo obhekene nemininingwane ephethwe noma engaphansi kokulawula kwalowo muntu ophethe futhi ongasagunyaziwe ukugcina irekhodi lemininingwane.

A.	IMINININGWANE YESIHLOKO SEDATHA
Igama (amagama) nesibongo/igama elibhalisiwe lomuntu onolwazi:	
Isikhombi esiyinqayizivele / Inombolo	

Ikheli lendawo yokuhlala, leposi noma lebhizinisi:	

	Ikhodi ()
Izinombolo zokuxhumana:	
Inombolo yefeksi / ikheli le-imeyili:	
B	IMINININGWANE YEQEMBU ELIPHENDULE
Igama (amagama) nesibongo / igama elibhalisiwe lomuntu ophethe:	
Ikheli lendawo yokuhlala, leposi noma lebhizinisi:	
	Ikhodi ()
Izinombolo zokuxhumana:	
Inombolo yefeksi / ikheli le-imeyili:	
C	ULWAZI OLUFANELE LULUNGISWE/ LUCWE/ LUCWALWE

D.	<p>IZIZATHU ZOKULUNGISWA NOMA ZOKUSUSWA KWABASEBENZI</p> <p>IMINININGWANE EPHATHELENE NOMUNTU</p> <p>OTHINTEKAYO</p> <p>24(1)(a)</p> <p>ENGABAKHONA noma ENGABALAWULWA YIPHATHI</p> <p>ELIPHAKAMILE; futhi noma</p> <p>IZIZATHU *ZOKUKHISHWA NOMA UKUSUSWA KWEREKHODI LE</p> <p>IMINININGWANE YOMUNTU SIQU MAYELANA ODLULISWAYO</p> <p>ISIGABA 24(1)(b)</p> <p>OKUNGAKHO UMQOQO WOMBANGELI OGUNDELWE</p> <p>UKUZIGCINA.</p> <p>(Sicela unikeze izizathu ezineminingwane zokuphikisa)</p>

Kusayinwe ngo lokhu usuku lwa.....20.....

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Isiginesha yomuntu othintekayo/umuntu oqokiwe

I-Annexure G

Uma ucela ukufinyelela kumarekhodi akho olwazi lomuntu siqu:

Igama lokugcina elivela emibhalweni: okufanayo nalokhu

okulandelayo, noma:

UMnu. uNkk. Nksz. Igama Lokugcina Lenkosazana:

Igama Lokuqala:

Igama Langaphakathi:

Inombolo Yocingo () _____

Isikhombi esiyinqayizivele (uma sikhona)_____

Ifomu Lesicelo

Ngaphansi kwesigaba 23 soMthetho Wokuvikelwa Kolwazi Lomuntu Siqu, 2013

Igama loMkhandlu Ophethe Isicelo senziwa ku:	:
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Incazelo eningiliziwe yamarekhodi acelwayo kanye/noma ulwazi lomuntu siqu. uma ucela ukufinyelela kulwazi lwakho lomuntu siqu, sicela ukhombise irekhodi lolwazi lomuntu siqu eliqukethe ulwazi lomuntu, uma laziwa.)

Okuthandwa <u>U</u> kuhlola Okwangempela Indlela Yokwamukela Ikhophi yokufinyelela	Isiginesha:	Usuku :
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**Ukusetshen
ziswa
Kwengxeny
e Ebhekene**

Usuku Lokuthola: Inombolo Yesicelo: Amazwana

Ulwazi lomuntu siqu oluqukethwe kuleli fomu luqoqwe ngokulandela Ukuvikelwa kolwazi lomuntu siqu

**Umthetho, 2013 futhi uzosetshenziselwa injongo yokuphendula isicelo sakho.
Imibuzo ngaleli qoqo**

kufanele iqondiswe kuMphathi Wezokwaziswa weQembu Eliphethe e-Tiger Brands