



MANUAL IN TERMS OF  
SECTION 10 & 51 OF THE  
PROMOTION OF ACCESS  
TO INFORMATION ACT,  
2000, **READ TOGETHER**  
**WITH SECTION 4 OF THE**  
**REGULATIONS RELATING**  
**TO THE PROTECTION OF**  
**PERSON INFORMATION**

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## 1. PURPOSE OF THE MANUAL

For the purposes of Promotion of Access to Information Act 2 of 2000 (“PAIA”), this manual explains the procedure on how citizens or people can get access to the records held by the Diale Mogashoa Attorney and the manner in which a request for access will be facilitated by the Information Officer/ or and Deputy.

For the purposes of Protection of Personal Information Act 4 of 2013 (“POPIA”), amongst other things, this manual outlines the purpose for which Personal Information may be processed, a description of the categories of Data Subjects for whom the body processes Personal Information as well as the categories of Personal Information relating to such Data Subjects and the recipients to whom Personal Information may be supplied.

## 2. STRUCTURE

Diale Mogashoa Attorneys (DM-INC) is a law firm registered with registration number 2012/007603/21 and in good standing with the Legal Practice Council. The Legal Practice Council is a statutory body established in terms of Section 4 of the Legal Practice Act 28 of 2014.

The Firm comprises of the following organisational structure:

- Managing Director;
- Finance Director;
- Board of Directors;
- Office Management; and
- Legal Costs, Billing and Recoveries.

## 3. CONTACT PARTICULARS

### **Physical Address:**

#### **Main Office**

Menlyn Corner  
1st and 2nd Floors  
87 Frikkie de Beer Street  
Menlyn  
Pretoria

#### **Branch Office:**

8th Floor  
Convention Tower

Corner Heerengracht and Walter Sisulu Avenue

Foreshore

Cape Town

**Postal Address:**

Postnet Suite 101

Private Bag x15

Menlo Park

0102

Docex 49

Brooklyn

Switchboard: +27 (12) 346 5436/5939

Fax: +27 (12) 346 5962

Email: [info@dm-inc.co.za](mailto:info@dm-inc.co.za)

Information Officer: Mr Madimpe Mogashoa

E-mail: [Madimpe@dm-inc.co.za](mailto:Madimpe@dm-inc.co.za)

Deputy Information Officer (1): Mr Pieter Jacobus de Beer

E-mail: [Kobus@dm-inc.co.za](mailto:Kobus@dm-inc.co.za)

Deputy Information Officer (1): Mrs Nelisiwe Monashane

E-mail: [Nelisiwe@dm-inc.co.za](mailto:Nelisiwe@dm-inc.co.za)

Website: [www.dm-inc.co.za](http://www.dm-inc.co.za)

#### **4. DEFINITIONS**

**PAIA** – The Promotion of Access to Information Act, 2000 (often referred to as “PAIA”)

**POPIA** – The Protection of Personal Information Act, 2013 (often referred to as “POPIA”)

**DM-INC** – Diale Mogashoa Attorneys

**INFORMATION REGULATOR** – The Information Regulator (South Africa) is an independent body established

in terms of Section 39 of The Protection of Personal Information Act 4 of 2013.

**HUMAN RIGHTS COMMISSION** – The South African Human Rights Commission is the national institution established to support constitutional democracy. It is committed to promote respect for, observance of and protection of human rights for everyone without fear or favour. The Commission is observing regulations issued by government.

**VAT** – Value-Added Tax

**CEO** – A Chief Executive Officer, (CEO) is the highest-ranking executive in a company

## 5. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000 (“PAIA”), may obtain a copy of the information guide issued by the Human Rights Commission in the above-mentioned official languages, from:

The Human Rights Commission Private Bag 2700

Houghton 2041

Telephone: 011-484 8300

Facsimile: 011-484 7149

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

The Commission continues to work with the Information Regulator to ensure a smooth handover of PAIA functions by 30 June 2021 or as soon as reasonably possible thereafter.

## 6. THE INFORMATION REGULATOR

The Information Regulator (South Africa) is an independent body established in terms of Section 39 of The Protection of Personal Information Act 4 of 2013. It is subject only to the Law and The Constitution and it is accountable to the National Assembly.

The Information Regulator is, among others, empowered to monitor and enforce compliance by Public and Private bodies with the provisions of The Promotion of Access to Information Act, 2000 (Act 2 of 2000), and The Protection of Personal Information Act, 2013 (Act 4 of 2013).

## 7. DESCRIPTION OF RECORDS HELD

Information, which is not readily available, may be requested in accordance with the procedure prescribed in terms of the Promotion of Access to Information Act.

Copies of the prescribed forms to be completed for submitting a request are available from the Information Officers of the firm as well on our website as indicated above.

#### **Information held:**

##### **7.1 Finance (Legal Costs, Billing and Recoveries.)**

- Past and current Financial Statement
- Past and Current Bills of Costs

##### **7.2 Office Management**

- Organogram
- Personal particulars of staff members, Structured salaries and benefits payable
- Disciplinary profile of staff members,
- Human Resources & Administration Policies
- Past and current leases Agreements
- Employment Equity Plan
- Contracts with Suppliers and Service Providers - HR
- Funding Agreements - HR

##### **7.4 Board of Directors**

- Organisational and business plans
- Memoranda of understanding
- Occupational health and safety plans

#### **8. SECTION 52 NOTICE**

Contains categories of records and a description of those records that are automatically available:

- For inspection in terms of any legislation other than **PAIA**;
- For purchase or copying from the public body; and
- From the public body free of charge.

The information is available on the website of Diale Mogashoa Inc: [www.dm-inc.co.za](http://www.dm-inc.co.za)

## 9. SERVICES WE OFFER

The services we offer is found on the website of Diale Mogashoa Inc: [www.dm-inc.co.za](http://www.dm-inc.co.za)

## 10. PROCEDURES FOR THE REQUEST OF INFORMATION

A requester must comply with all the procedural requirements contained in section 53 relating to a request for access to a record. A requester must complete the prescribed Form C enclosed herewith in Appendix 1 and submit same as well as payment of a request fee and a deposit, if applicable to the information officer at the postal or physical address, fax number or electronic mail address stated herein. The prescribed form must be filled in with enough particularity to at least enable the information officer to identify:

- The record or records requested;
- The identity of the requester;
- What form of access is required; and
- The postal address or fax number of the requester in the Republic.

A requester must state that he or she requires the information in order to exercise or protect a right, and clearly state what the nature of the right is so to be exercised or protected.

The requester must also provide an explanation of why the requested record is required for the exercise or protection of that right.

Diale Mogashoa Attorneys Information Officer will process a request within 30 (thirty) days, unless the requestor has stated special reasons which would satisfy the information officer that circumstances dictate that this time period not be complied with.

The requester shall be informed in writing whether access has been granted or denied. If, in addition, the requester requires the reasons for the decision in any other manner, he or she must state the manner and the particulars so required.

If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the information officer.

Diale Mogashoa Attorneys Information Officer will, within 30 (thirty) days of receipt of a request, decide whether to grant or decline a request and give notice with reasons (if required) to that effect.

When a requester is not satisfied by a decision made by the Information Officer, for example for refusing access, for imposing access fees, or for extending the time period in which the response is due, the requester may apply to court for relief within 180 days of receiving the decision that has caused the grievance. The decision of the Information Officer will be reviewed by a court and a decision will be made by the courts as to whether or not to provide access.

### **PART: B – IN TERMS OF POPIA**

Prepared in terms of section 10 & 51 of the Promotion of Access to Information Act, 2000 and read together with Sec 4(1) (C) of the POPI Regulations, 2013, to address requirements of the Protection of Personal Information Act, 2013.

#### **Objection to the processing of personal information in terms of POPIA**

- A data subject who wishes to object to the processing of personal information in terms of section 11(3)(a) of the Act, must submit the objection to the responsible party on **Form 1**.
  
- The responsible party, or a designated person, must render such reasonable assistance as is necessary, free of charge, to enable the data subject to make an objection on **Form 1**.

#### **Request for correction or deletion of personal information or destruction or deletion of record of personal information in terms of POPIA**

- A data subject who wishes to request a correction or deletion of personal information or the destruction or deletion of a record of personal information in terms of section 24(1) of the Act, must submit a request to the responsible party on **Form 2**.
  
- The responsible party, or a designated person, must render such reasonable assistance, as is necessary free of charge, to enable a data subject to complete **Form 2**.

#### **Request for data subject's consent to process personal information in terms of POPIA**

- A responsible party who wishes to process personal information of a data subject for the purpose of direct marketing by electronic communication must in terms of section 69(2) of the Act submit a request for written consent to that data subject on **Form 4**.

#### **Submission of complaint in terms of POPIA**

- Any person who wishes to submit a complaint contemplated in section 74(1) of the Act must submit such a complaint to the Regulator on **Part I of Form 5**.
  
- A responsible party or a data subject who wishes to submit a complaint contemplated in section 74(2) of the Act must submit such a complaint to the Regulator on **Part II of Form 5**.

### **Regulator acting as conciliator during investigation in terms of POPIA**

- If during the investigation of a complaint the Regulator decides to act as a conciliator in terms of section 76(1)(b) of the Act, and convene a conciliation meeting, the Regulator must, as soon as it is practically possible, inform the data subject and the responsible party implicated in the complaint on **Form 6** of the following:
  - (a) the Regulator's decision to act as a conciliator in the matter; and
  - (b) the date, time and place of the conciliation meeting.
  
- The Regulator-
  - (a) may consolidate separate complaints, which are alleged to relate to the same interference with the protection of personal information by the same responsible party, in order to deal with the complaints in the same conciliation proceedings;
  - (b) must ensure that all persons entitled to attend the conciliation meeting are notified within a reasonable time, of the date, time and place of the meeting;
  - (c) may request all the relevant documentation relating to the complaint from the data subject and the responsible party; and
  - (d) may confer with the parties in person, by electronic communication means, or by any other means as is deemed appropriate.
  
- Where a conciliation meeting fails to take place, the Regulator must arrange for an alternative date and notify the persons entitled to attend the conciliation meeting accordingly.
  
- The Regulator must issue a conciliation certificate on **Form 7** within a reasonable time after the date of the conclusion of the conciliation meeting.
  
- If the complaint is not resolved, or either or both of the parties did not attend a conciliation meeting, the Regulator must proceed with the complaint as provided for in terms of section 76 of the Act.

### **Pre-investigation proceedings of Regulator in terms of POPIA**

- If the Regulator intends to investigate any matter contemplated in Chapter 10 of the Act, the Regulator must in terms of section 79 of the Act, notify the parties to whom the investigation relates of such intention on **Part I of Form 8** prior to conducting the investigation.
  
- The Regulator must inform the responsible party to whom the investigation relates on **Part II of Form 8** of the complaint, or the subject matter of the investigation, and must inform the responsible party of the right to submit a written response to the complaint or the subject matter of the investigation within the time allocated by the Regulator.

### Settlement of complaints in terms of POPIA

- If it appears from a complaint or any written reply to the complaint under section 79(b)(ii) of the Act or during a conciliation meeting, that it may be possible to secure a settlement between the parties and if appropriate, satisfactory assurances as contemplated in section 80 of the Act, the Regulator may confer with the parties in person, by electronic communication means, or by any other means as is deemed appropriate to endeavour to obtain a settlement and if appropriate, satisfactory assurances as contemplated in section 80 of the Act.
  
- If during the process referred to in sub-regulation (1) the Regulator decides to convene a settlement meeting, the Regulator must, as soon as it is practically possible, inform the data subject and the responsible party on **Form 9** of the date, time and place of the settlement meeting.
  
- For the purpose of settlement proceedings, the Regulator has the same powers of a conciliator contemplated in sub-regulations (2) to (3) of Regulation 8.
  
- The Regulator must issue a settlement certificate on **Form 10** within a reasonable time after the date of the conclusion of the settlement meeting.
  
- If no settlement and assurance is secured or if either or both of the parties did not wish to attend a settlement meeting, the Regulator must proceed with the matter as provided for in terms of section 76 of the Act.

### Assessments in terms of POPIA

- A request for an assessment in terms of section 89(1) of the Act must be submitted to the Regulator on **Part 1 of Form 11**
  
- The Regulator must inform the requester on **Part II of Form 11** if it has decided to conduct an assessment on-
  - (a) its own initiative; or
  - (b) as requested in terms of sub-regulation (1);
    - within a reasonable time from the date that the decision was made,
  
- The period of assessment will be determined by the Regulator on a case-by-case basis.
  
- The Regulator must notify the requester or the responsible party (if not the requester) of any decision made, or action taken, or view formed on **Form 12** within a reasonable time from the date that the decision was made or action taken or view formed.

**Informing the parties of developments regarding investigation in terms of POPIA**

- During the course of an investigation, the Regulator must within a reasonable time from the date of a decision being made or action being taken-
  - (a) keep the complainant, the data subject (if not the complainant) and the responsible party informed of the developments of the investigation; and
  - (b) inform the complainant, data subject (if not complainant) and the responsible party of the result of the investigation.
  
- The notifications contemplated in sub-regulation (1) must be served at the designated addresses of the complainant, the data subject and the responsible party advising—
  - (a) on **Form 13** that an enforcement notice will not be issued in terms of section 94(a) of the Act;
  - (b) on **Form 14** that the complaint has been referred to the Enforcement Committee in terms of section 92 of the Act;
  - (c) on **Form 15** that an enforcement notice has been served in terms of section 95 of the Act;
  - (d) on **Form 16** that an enforcement notice had been cancelled or varied in terms of section
  - (e) on **Form 17** that an appeal has been lodged against an enforcement notice for cancellation or variation of the notice in terms of section 97 of the Act;
  - (f) on **Form 18** that an appeal against an enforcement notice has been allowed and that an enforcement notice has been substituted in terms of section 98 of the Act; or
  - (g) on **Form 19** that an appeal has been dismissed in terms of section 98 of the Act.

**11. PRESCRIBED FEES**

Information, other than that readily available on the Diale Mogashoa Attorney website, is available in hard copy only at a fee as reflected below plus VAT plus postage.

The request fee payable to Private bodies is R50. Requesters who earn less than R14, 712 per year (if single) and R27,192 per year (if married or in a life partnership), do NOT have to pay request fees.

The breakdown of fees for accessing records of a private body are:

<b>Activity</b>	<b>Fee</b>
<b>Copy per A4 Page</b>	R1.10
<b>Printing per A4 page</b>	75 cents
<b>Copy on a CD</b>	R70

<b>Transcription of visual images per A4 page</b>	R40
<b>Copy of a visual image</b>	R60
<b>Transcription of an audio recording per A4 page</b>	R20
<b>Copy of an audio recording</b>	R30
<b>Search and preparation of the record for disclosure</b>	R30 per hour or part thereof, excluding the first hour, reasonably required for the search and preparation.

If the request is granted then a further access fee must be paid for the search, preparation, reproduction and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

## 12. REMEDIES

If a request for information in terms of PAIA issued by DM-INC, the requester may, within 60 days and in the prescribed form and against payment of the prescribed appeal fee, lodge an internal appeal against the decision of the information officer in accordance with the provisions of section 75 of PAIA. If an internal appeal is lodged after expiry of the prescribed period, DM-INC will, on good cause shown, allow such late lodging.

## 13. PERSONAL INFORMATION PROCESSING

Section 1 of POPIA states as follows:

“Processing” means any operation or activity or any set of operations, whether or not by automatic means, concerning personal information, including:

- The collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
- Dissemination by means of transmission, distribution or making available in any other form; or
- Merging, linking as well as restricting, degradation, erasure or destruction or information.

DM-INC uses the Personal Information under its care in the following ways:

- Rendering service according to instructions given by clients
- Staff administration
- Keeping of accounts and records
- Complying with tax laws

Categories of Data Subjects and their Personal Information DM-INC may possess records relating to:

- Suppliers
- Shareholders
- Contractors service providers
- Staff
- Clients

DM-INC may supply the Personal Information to service providers who render the following services:

- Capturing and organising of data
- Storing of data
- Sending of emails and other correspondence to clients
- Conducting due diligence checks
- Administration of the Collective Investment Schemes

Actual or Planned Trans border Flows of Personal Information

- The Company may transfer data trans-border in order to store data with third party cloud storage providers.

General Description of Information Security Measures: DM-INC employs up to date technology to ensure the confidentiality, integrity and availability of the Personal Information under its care. Measures include:

- Firewalls
- Virus protection software and update protocols
- Logical and physical access control
- Secure setup of hardware and software making up the IT infrastructure
- Outsourced Service Providers who process Personal Information on behalf of DM-INC are contracted to implement security controls.

## **14. FORMS/ ANNEXURES**

### **1.1 APPENDIX – PAIA**

- a. Form C – Request Form;**
- b. Form E – Request Form Automatically Available Records;**
- c. PAIA Prescribed fees Gazette Notice**

1.1 **APPENDIX - POPIA**

- d. **Form 1** - Objection of processing of personal information;
- e. **Form 2** - Request for correction or deletion of personal information;
- f. **Form 4** - Direct marketing by electronic communication consent;
- g. **Form 5 (Part 1 & Part 2)** - Complaint regarding interference with Protection of Person Information;
- h. **Form 6** - Regulator acting as a Conciliator;
- i. **Form 7** - Notice to parties- Conciliation;
- j. **Form 8 (PART 1 & Part 2)** - Notice to parties of intention of Regulator to investigate a complaint;
- k. **Form 9** - Notice to parties: settlement meeting;
- l. **Form 10** - Settlement certificate;
- m. **Form 11** - Request for an assessment;
- n. **Form 12** - outcome or decision made;
- o. **Form 13** - Enforcement notice;
- p. **Form 14** - Referral to Enforcement Committee;
- q. **Form 15** - Section 95 enforcement notice;
- r. **Form 16** - Cancelled enforcement notice;
- s. **Form 17** - Appeal lodged against an enforcement notice;
- t. **Form 18** - Setting aside of enforcement notice; and
- u. **Form 19** - Notice of dismissal of appeal.

**Availability of the Manual**

The manual is available for inspection, on reasonable prior notice, at the office of DM-INC free of charge. Copies of the manual of DM-INC are also available from the Information Regulator.

**Approved**



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**Madimpe Mogashoa**

**Managing Director (Information Officer)**

**SIGNED ON BEHALF OF DIALE MOGASHOA ATTORNEYS ON THIS 1<sup>ST</sup> DAY OF JULY 2021.**



INCWADI YESIQONDISO  
NGOKWESIGABA 10 KANYE NO  
51 SOMTHETHO WOKUNYUSA  
UKUFINYELELWA KOLWAZI,  
2000, **EFUNDWA NDAWONYE  
NESIGABA 4 SEMIGOMO  
EBUYELA EKUVIKELENI  
KOLWAZI LOMUNTU**

## OKUQKETHWE

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## 1. INJONGO YE MANUWALI

Ngenhloso yo Umthetho Wokukhuthaza Ukutholakala Kolwazi 2 ka-2000 ("PAIA"), le ncwadi yemiyalelo ichaza indlela abantu abangafinyelela ngayo emibikweni egcinwe yiDiale Mogashoa Attorney kanye nendlela okuzohlelwa ngayo isicelo sokufinyelela ngalapho uMphathi Wolwazi/ noma noMsizi wakhe engasiza.

Ngenhloso ye- Protection of Personal Information Act 4 ka-2013 ("POPIA"), phakathi kwezinye izinto, le manuwali ibonisa injongo yokucubungula Ulwazi Lwamaqembu Abantu, incazelo yezingxenye zamaData Subjects lapho indikimba icubungula khona Ulwazi Lwamaqembu Abantu kanye nezigaba zolwazi lomuntu siqu eziphathelele nalezo zihlala kumaData Subjects kanye nabamukeli lapho ulwazi lomuntu siqu lunganikezwa khona.

## 2. ISAKHIWO

Abameli beDiale Mogashoa (DM-INC) bangumsebenzi wezomthetho obhalisiwe ngenombolo yokubhalisa engu-2012/007603/21 futhi banokuma okuhle neKhomishana Yezokusebenza Komthetho. I-Khomishana Yezokusebenza Komthetho iyinhlangotho esebenzisa umthetho esungulwe ngaphansi kwesigaba 4 se Legal Practise Act 28 ka 2014.

Le nkampani iqukethe isakhiwo senhlangano esilandelayo:

- Umqondisi Ophethe;
- Umqondisi wezezimali;
- Iqembu labaqondisi;
- Abaphathi behhovisi kanye
- nabasingatha izindleko zomthetho, abasingatha izikweletu kanye nokutholwa kwazo

## 3. IMINININGWANE YOKUXHUMANA

### **Ikheli Lezindawo:**

### **Ihovisi Elikhulu:**

Menlyn Corner,  
Phansi kokuqala  
nophansi kwesibili 87  
Frikkie de Beer Street  
Menlyn,  
Pretoria

### **Ihovisi Le-Branch:**

Uphansi  
Iwesishiyagalombili,  
I-Convention Tower.

Ukuvikelwa KweLwazi Lomuntu Siqu Nokukhuthazwa  
Kokufinyelela Kolwazi Imanuwali  
Ikhona Heerengracht neWalter Sisulu Avenue Foreshore  
Cape Town

**Ikheli Leposi:**

Postnet Suite 101  
Private Bag x15  
Menlo Park  
0102

Docex 49  
Brooklyn

I-Switchboard: +27 (12) 346 5436/5939

I-Fax: +27 (12) 346 5962

I-imeyili: [info@dm-inc.co.za](mailto:info@dm-inc.co.za)

Umphathi WezoLwazi: Mnu Madimpe Mogashoa

I-imeyili: Madimpe@dm-inc.co.za

Umphathi Osekela OwezoLwazi (1): Nks Michelle Morgan

I-imeyili: michelle@dm-inc.co.za

Umphathi Osekela OwezoLwazi (2): Nks Nelisiwe Monashane

I-imeyili: Nelisiwe@dm-inc.co.za

Iwebhusayithi: [www.dm-inc.co.za](http://www.dm-inc.co.za)

#### **4. INCAZELO**

**PAIA** – Umthetho Wokukhuthaza Ukufinyelela Kulwazi, 2000 (ngokuvamile obizwa ngokuthi “PAIA”)

**POPIA** –Umthetho Wokuvikela Ulwazi Lomuntu Siqu, 2013 (ngokuvamile obizwa ngokuthi “POPIA”)

**DM-INC** – Abameli baka Diale Mogashoa

**OLAWULA ULWAZI** – Umlawili wolwazi wase (Ningizimu Africa) uyinhlango ezimele esungulwe ngaphansi kwesigaba 39 soMthetho Wokuvikela Ulwazi Lomuntu Siqu 4 ka-2013

**IKHOMISHINI YAMALUNGU ABANTU** – IKhomishini Yamalungelo Abantu yaseNingizimu Afrika iyinhlangano kazwelonke eyasungulwa ukweseka ubumbano lombuso weConstitution. Izinikela ekukhiqizeni ukuhlonipha, ukugcina kanye nokuvikela amalungelo abantu wonke ngaphandle kokwesaba noma ukhetho. IKhomishini ilandela imithetho ekhishwe nguhulumeni

**I-VAT** – Intela Eyenziwe Ngokwengeziwe Yamanani

**CEO** – Umphathi Omkhulu, (CEO) ngumphathi ophakeme kakhulu enkampanini.

## **5. UMHLAHLANDLELA WEKHOMISHANA YAMALUNGELO ABANTU SASE**

Ningizimu Afrika Noma ubani ofuna ukwenza noma yiliphi ilungelo elikhulu ngaphansi koMthetho Wokukhuthaza Ukufinyelela Kulwazi, 2000 ("PAIA"), angathola ikhophi yomhlahlandlela wolwazi ekhishwe yiKhomishini Yamalungelo Abantu ngolimi olusemthethweni olukhulunywe ngenhla, kusuka:

IKhomishana Yamalungelo Abantu Ibhagi Yezimfihlo

2700 Houghton 2041

Ucingo: 011-484 8300

Ifekisi: 011-484 7149

Iwebhusayithi: [www.sahrc.org.za](http://www.sahrc.org.za)

IKhomishana iyaqhubeka nokusebenzisana noMqondisi wolwazi Ukuqinisekisa ukuthi ukuhanjiswa kwemisebenzi ye-PAIA kuhambe kahle ngo-30 June 2021 noma ngokushesha okukhulu okungenzeka emva kwalokho.

## **6. UMQONDISI WOLWAZI**

Umqondisi Wolwazi (eNingizimu Afrika) ungumzimba ozimele omiswe ngaphansi kwesigaba 39 soMthetho Wokuvikela Ulwazi Lomuntu Siqu (Protection of Personal Information Act) No. 4 ka-2013. Ungaphansi komthetho kanye noMthethosisekelo futhi uyabika eNdlu Kazwelonke.

Umqondisi Wezaziso, phakathi kwabanye, unesibopho sokuqapha nokusebenzisa ukubambisana kwemizimba kahulumeni neyizimele nemithetho Yomthetho Wokuthuthukisa Ukufinyelela Kolwazi (Promotion of Access to Information Act), 2000 (Umthetho 2 ka-2000), kanye noMthetho Wokuvikela Ulwazi Lomuntu Siqu, 2013 (Umthetho 4 ka-2013).

## **7. INCAZELO YAMAREKHODI APHETHWE**

Ulwazi, olungatholakali kalula, lungacelwa ngokuhambisana nenqubo ebekwe ngaphansi koMthetho Wokukhuthaza Ukufinyelela Kulwazi.

Amakhophi wefomu emiselwe ukuthi agcwaliswe ukuze kuhanjise isicelo ayatholakala ngokuxhumana nesikhulu solwazi Lwenkampani njengoba kushiwo ngenhla nasekhasi lethu lewebhusayithi.

### **Ulwazi olugcinwe:**

#### **7.1 Ezezimali (Izindleko Zomthetho, Ukukhokha Nokubuyiselwa.)**

- Isitatimende Sezezimali Sokwedlule kanye Nesamanje
- Izindleko Zesikhathi Esidlule Nesamanje

#### **7.2 Ukuphathwa Kwehhovisi**

- I-Organogramu
- Imininingwane yabasebenzi, Amaholo ahlelekile nezinsiza ezinikezwayo
- Iphrofayela yokuqondisa izigwegwe
- Umyango wabasebenzi kanye Nezokuphatha
- Izivumelwano zokuqhashisa ezidlule nezamanje
- Uhlelo lokuLungisaUkusebenza Kwezisebenzi
- Izinkontileka noMphakeli kanye noMnikezeli Wesevisi - HR
- Izivumelwano Zokuxhaswa - HR

#### **7.4 Ibhodi Labaqondisi**

- Izinhlelo zenhlangano kanye nezohwebo
- Izinkumbulo Zokuqonda
- Izinhlelo zezempilo nokuphepha emsebenzini

### **8. ISAZISO SESIGABA 52**

Siqukethe izigaba zama-rekhodi kanye nencazelo yalezo zinqolobane ezitholakala ngokuzenzakalelayo:

- Ukubukeza ngokwemibandela yomthetho ngaphandle kwe-PAIA;
- Ukuthenga noma ukukupisha kusuka emzimbeni womphakathi; kanye
- Kusuka emzimbeni womphakathi mahhala

Ulwazi lutholakala kuwebhusayithi ye-Diale Mogashoa Inc: [www.dm-inc.co.za](http://www.dm-inc.co.za)

## 9. AMASEVISI ESIWANIKEZAYO

Amasevisi esiwanikezayo atholakala kuwebhusayithi ye-Diale Mogashoa Inc: [www.dm-inc.co.za](http://www.dm-inc.co.za)

## 10. IZINQUBO ZOKUCELA ULWAZI

Umfakisiselo kumele alandele zonke izimfuneko zenqubo ezikuMthetho Wesigaba 53 eziphathelene nesicelo sokufinyelela irekhodi. Umfakisiselo kumele agcwalise Ifomu C elibekwe lapha ku-sithesiselo 1 bese elithumela kanye nokukhokha imali yesicelo kanye nesibambiso, uma kusebenza, kumphathi wolwazi ku-ikheli leposi noma lemvelo, inombolo yefeksi noma ikheli le-imeyli elishiwo lapha. Ifomu elibekiwe kumele ligcwaliswe ngemininingwane eyanele okungenani ukuze likwazi ukuvumela umphathi wolwazi ukuthola lezi zinto:

- Irekhodi noma amarekhodi acelwe;
- Ubuwena bomfakisiselo;
- Uhlobo lokufinyelela oludingekayo; kanye
- Ikheli leposi noma inombolo yefeksi yomfakisiselo eRiphabhulikhi.

Umfakisiselo kumele achaze ukuthi kungani edinga ulwazi ukuze asebenzise noma avikele ilungelo futhi aveze ngokucacile ukuthi uhlobo lwelungelo alufunayo ukuze lusetshenziswe noma livikelwe luhlobo luni.

Umfakisiselo kumele futhi anikeze incazelo yokuthi kungani irekhodi eliceliwe lidingeka ukuze kusebenze noma kuvikelwe ilungelo elithile.

UMphathi Wezokwazi Lwamacala e-Diale Mogashoa uzophatha isicelo phakathi nezinsuku ezingu -30 (amashumi amathathu), ngaphandle kokuthi umfakisiselo uchaze izizathu ezikhethekile ezizokwenza ukuthi umphathi wolwazi athole ukuthi izimo zidinga ukuthi lesi sikhathi singagcinwa.

Umfakisiselo uzokwaziswa ngokubhala ukuthi ukufinyelela kunikezwe noma kunqanyuliwe. Uma, ngaphezu kwalokho, umfakisiselo edinga izizathu zesinqumo ngendlela ethile, kufanele achaze indlela kanye nezinhloso ezidingekayo.

Uma isicelo senziwe egameni lomunye umuntu, umfakisiselo kufanele anikeze ubufakazi bamandla afanele okwenza isicelo ukuze kuhlangebezane nezidingo zomphathi wolwazi.

UMphathi Wolwazi ongaphansi kwenkampani yakwa Diale Magashoa uzonquma, kungakapheli izinsuku ezingu-30 (amashumi amathathu) kusukela ekutholeni isicelo, ukuthi anikeze noma enqabe isicelo futhi anikeze isaziso nezizathu (uma kudingeka) ngalokho.

Uma umceleli enganelisekile ngesinqumo esenziwe yiSikhulu SezokuLwazi, isibonelo ngokwenqaba ukufinyelela, ngokubeka imali yokufinyelela, noma ngokwandisa isikhathi lapho impendulo kufanele inikwe khona, umceleli angafaka isicelo enkantolo ukuze athole usizo kungakapheli izinsuku ezingama-180 ethola isinqumo esibangela usizi. Isinqumo soSikhulu SezokuLwazi sizobuyezwa yinkantolo futhi isinqumo sizothathwa yinkantolo ukuthi ngabe ukufinyelela kuzohlinzekwa noma cha.

### Umqondisi usebenza njengomxhumanisi ngesikhathi socwaningo ngokwe-POPIA

- Uma ngesikhathi uphenyo lwezikalazo iMlawuli enquma ukusebenza njengomxazululi ngokwezinhlinzeko zesigaba 76(1)(b) soMthetho, futhi ahlele umhlangano wokuxazulula ukungqubuzana, uMlawuli kumele, ngokushesha okukhulu okungenzeka ngokomsebenzi, azise loyo indaba emthintayo kanye nabanye abahilelekile esikalazweni esebenzisa Ifomu 6 mayelana nalokhu okulandelayo:

(a) Isinqumo soMlawuli sokusebenza njengomxhumanisi kulesi simo; kanye

(b) Usuku, isikhathi nendawo yomhlangano wokuxazulula izikalazo.

- Umlawuli-

(a) Angahlanganisa izikalazo ezihlukene, ezibikekayo ukuthi zihlobene nokuphazamiseka okufanayo ekuvikelweni kolwazi lomuntu siqu ngumuntu ofaneleka ngokufanayo, ukuze abhekane nezikalazo ezifanayo ezinqubweni zokuxazulula izikalazo;

(b) Kufanele aqinisekise ukuthi bonke abantu abanegunya lokuba khona emhlanganweni wokuxazulula izikalazo bayaziswa ngesikhathi esifanele, ngolwazi losuku, isikhathi nendawo yomhlangano;

(c) Angacela yonke imibhalo ebalulekile ehlobene nesikalazo kumuntu ondaba ingaye kanye nabanye abahilelekile kanye

(d) Angaxoxa nezinhlangothi mathupha, ngokusebenzisa izindlela zokuxhumana zedijithali, noma nganoma iyiphi indlela ebonwa ifanelekile.

- Lapho umhlangano wokuxazulula izingxabano ungaphumeleli ukwenzeka, umlawuli kumele ahlele olunye usuku futhi azise abantu abanelungelo lokuhambela lo mhlango wokuxazulula izingxabano ngokufanele.

- Umlawuli kumele akhiphe isitifiketi sokuxazulula izingxabano **kuFomu 7** ngesikhathi esifanele emva kosuku lokuvala komhlangano wokuxazulula izingxabano.

- Uma isikalazo singaxazululeki, noma noma yimuphi noma womabili amaqembu engazange ahambele umhlangano wokuxazulula izingxabano, umlawuli kumele aqhubeke naleso sikhalazo njengoba kunikezwe imiyalelo ngokwesigaba 76 soMthetho

### Izinhlelo zangaphambi kocwaningo ezihlotshaniswa noMlawuli ngokwe-POPIA

- Uma uMlawuli ehlela ukwenza ucwaningo nganoma yiziphi izinto ezibhekiswe kuzo eSigabeni 10 soMthetho, uMlawuli kumele ngokweSigaba 79 soMthetho anazise izingxenye ezibandakanyekayo kulolo cwaningo ngenhloso enjalo **kuNgxenye I yeFomu 8** ngaphambi kokuqala kocwaningo.

- UmLawuli kumele azise umuntu onomthwalo wemfanelo ohlobene nocwaningo ngengxenye yesi-2 yeFomu 8 lwesikhalo, noma ngesihloko socwaningo, futhi kumele amazise ngelungelo lomuntu onomthwalo wemfanelo lokuhambisa impendulo ebhaliwe esikalweni noma ngesihloko socwaningo ngaphakathi kwesikhathi esinikwe uMlawuli.

### **Ukuxazulula izikhalazo ngokwe-POPIA**

- Uma kuvela ngokususela esikhalweni noma kunoma yimuphi impendulo ebhaliwe esikhalweni ngaphansi kwesigaba 79(b)(ii) soMthetho noma ngesikhathi somhlangano wokuxazululwa kwezingxabano, ukuthi kungenzeka ukuthola ukuvumelana phakathi kwezinhlangothi futhi uma kufanele, iziqinisekiso ezanelisayo njengoba kucatshangelwa esigabeni 80 soMthetho, uMqondisi angaxoxa nezinhlangothi mathupha, ngezindlela zokuxhumana ngogesi, noma nganoma iyiphi enye indlela ebhekwa njengelungile ukuze azame ukuthola ukuvumelana futhi uma kufanele, iziqinisekiso ezanelisayo njengoba kucatshangelwa esigabeni 80 soMthetho.
- Uma phakathi nenqubo ekhishwe ngaphansi komthetho ophansi (1) Umlawuli enquma ukuhlela umhlangano wokuvumelana, Umlawuli kumele, ngokushesha okungenzeka, azise loyo indaba emthintayo kanye nabanye abahilelekile esebenzisa **ifomu 9** ngomhla, isikhathi nendawo yomhlangano wokuvumelana.
- Ngokwezinjongo zokuhanjiswa kwezindaba zokuxazululwa, Umlawuli Unegunya elifanayo nomxhumanisi njengoba kubhekiswe ngaphansi kwemithetho engu-(2) kuya ku-(3) yeRegulation 8.
- Mlawuli kumele akhiphe isitifiketi sokuxazululwa **esifomu 10** ngesikhathi esifanele ngemuva kosuku lokuphela komhlangano wokuxazululwa.
- Uma kungatholakali isixazululo noma isiqinisekiso, noma uma omunye noma womabili amaqembu engafuni ukuya emhlanganweni wokuxazululwa, Umlawuli kumele aqhubeke nendaba ngokohlelo oluhlinzekiwe ngaphansi kwesigaba 76 soMthetho.

### **Ukuhlolwa ngokwezinga le-POPIA.**

- Isicelo sokuhlolwa ngokwecala lesigaba 89(1) soMthetho kumele sithunyelwe kuMlawuli **kuNgxenywe 1 Yefomu 11**
- Umlawuli kumele azise lowo ofake isicelo **kuNgxenywe II yeFomu 11** uma esenqume ukwenza ukuhlolwa ku-
  - (a) ngezizathu zayo; noma
  - (b) njengokuceliwe ngokomthetho nqubo ongaphansi (1);
    - kungakapheli isikhathi esifanele kusukela ngosuku lapho isinqumo senziwe,
- Isikhathi sokuhlola sizonqunywa ngumlawuli ngokusekelwe icala ngalinye.
- Umlawuli kumele azise lowo ocela noma elihilelekile (uma kungenjalo lowo ocela) nganoma yisiphi isinqumo esenziwe, noma isenzo esithathiwe, noma umbono owakhiwe **kuFomu 12** ngaphakathi kwesikhathi esifanele kusukela ngosuku lapho isinqumo senziwe noma isenzo sathathiwa noma umbono wakhiwa.

### Ukwazisa amaqembu ngezinto ezithuthukayo mayelana nophenyo ngokwe-POPIA.

- Phakathi nenkambo yomphenyo, iMlawuli kumele kungakapheli sikhathi esifanele kusukela ngosuku lokuthi isinqumo senziwe noma isenzo sathathwa-

(a) agcine lowo ofaka isikhalazo, loyo indaba emthintayo (uma enguyena ofaka isikhalazo) kanye nabanye abahilelekile mayelana nentuthuko yomphenyo; kanye

(b) abikise lowo ofaka isikhalazo, loyo indaba emthintayo (uma enguyena ofaka isikhalazo) kanye neleyo ephendulayo ngomphumela womphenyo.

- Izaziso ezihlongozwayo ngaphansi komthetho-nqubo(1) kufanele zihanjiswe emakhaya akhelwe lowo ofaka isikhalazo, loyo indaba emthintayo kanye nalabo abemelelukayo –

(a) **kuFomu 13** ukuthi isaziso sokuphatha ngokwemthetho ngeke sikhishwe ngaphansi kwesigaba 94(a) soMthetho;

(b) kuFomu 14 ukuthi ikhalazo selidluliselwe eKomitini Yokuphoqa ngokwemigomo yesigaba 92 soMthetho;

(c) kuFomu 15 ukuthi isaziso sokuphatha ngokwemthetho sesinikezwe ngaphansi kwesigaba 95 soMthetho;

(d) kuFomu 16 ukuthi isaziso sokuphatha ngokwemthetho sasekhanselwa noma sashintshwa ngaphansi kwesigaba

(e) kuFomu 17 ukuthi isikhalazo senziwe ngokumelene nesaziso sokuphatha ngokwemthetho sokukhanselwa noma ukushintshwa kwalesi saziso ngaphansi kwesigaba 97 soMthetho;

(f) kuFomu 18 ukuthi isikhalazo ngokumelene nesaziso sokuphatha ngokwemthetho sivunyelwe nokuthi isaziso sokuphatha ngokwemthetho sashintshwa ngaphansi kwesigaba 98 soMthetho; noma

(g) **kuFomu 19** ukuthi isikhalazo siinqatshelwe ngaphansi kwesigaba 98 soMthetho.

### 11. IMALI ENQUNYIWE

Ulwazi, ngaphandle kwalolo olutholakala kalula kuwebhusayithi kaDiale Mogashoa Attorney, lutholakala kuphela ngezincwadi eziqinile ngokukhokha imali ekhombiswe ngezansi kuhlanganise ne-VAT kanye nezindleko zokuthumela.

Imali yesicelo ekhokhwayo ezinhlangothini ezizimele iyimali engu-R50. Abaceli abahola ngaphansi kwe-R14, 712 ngonyaka (uma bengashadile) kanye no-R27, 192 ngonyaka (uma beshadile noma beshadile ekubambeni) AKUDINGEKI bakhokhe izimali zesicelo.

Ukuhlukaniswa kwezimali zokufinyelela amarekhodi enhlangothini ezizimele zime kanje:

Umsebenzi	Imali yokufunda
<b>Khopisha ikhasi le-A4 elilodwa</b>	R1.10
<b>Ukuphrinta ngekhasi le-A4</b>	Amasenti angu-75
<b>Kopisha ku-CD</b>	R70

<b>Ukubhalwa kwezithombe ngokubona kwekhasi le-A4</b>	R40
<b>Ikhophi yesithombe esibonakalayo</b>	R60
<b>Ukunyushwa kwe-rekhodi yomsindo ngokwekhasi le-A4</b>	R20
<b>Ukunyushwa kwe-rekhodi yomsindo-A4</b>	R30
<b>Ukucwaninga nokulungiselela irekhodi ukuze lidalulwe</b>	R30 ngehora noma ingxenye yalo ngaphandle kwehora lokuqala, okudingekile ngokufanele ekusesheni nasekulungiseleleni

Uma isicelo samukelwa, khona-ke kumelwe kukhokhwe enye imali yokufinyelela ukuze kugcwaliswe usesho, ukulungiselela, ukukopisha kanye nanoma yisiphi isikhathi esedlule amahora amisiwe ukufuna nokulungiselela irekhodi ukuze lidalulwe.

## 12. AMAKHAMBI

Uma kucelwe ulwazi mayelana ne-PAIA ekhishwe yi-DM-INC, lowo ocela ulwazi angafaka isicelo sokuphikisa esikhulu phakathi nezinsuku ezingu-60 nangendlela ebekiwe futhi ekhokhwe imali yokuphikisa ebekiwe, ngokumelene nesinqumo soMphathi Wolwazi ngokuhambisana nezinhlinzeko zesigaba 75 se-PAIA. Uma ukuphikisa kwesicelo sangaphakathi kufakwa ngemuva kokuphela kwesikhathi esibekiwe, i-DM-INC izokuvumela ukufakwa kwesicelo sodwa, uma kukhona isizathu esihle esiboniswe.

## 13. UKUCHUTSHUNGULWA KOLWAZI LOMUNTU SIQU

Isigaba 1 soMthetho we-POPIA sisho kanje:

Ukucubungula” kusho noma yimuphi umsebenzi noma umsebenzi noma noma yisiphi isethi yezinqubo, kungakhathalekile ukuthi ezenziwa ngokuzenzakalela noma cha, mayelana nolwazi lomuntu siqu, okuhlanganisa:

- Ukuqoqa, ukwamukela, ukubhala phansi, ukuhlela, ukuhlanganisa, ukugcina, ukubuyekeza noma ukuguqula, ukuthola, ukuguqulwa, ukuxhumana noma ukusebenzisa;
- Ukusakazwa ngezindlela zokudlulisa, ukusatshalaliswa noma ukuhlinzekwa nganoma iyiphi enye indlela; noma
- Ukuhlanganisa, ukuhlanganisa nokunciphisa, ukwehla, ukusula noma ukuchithwa kolwazi.

I-DM-INC isebenzisa Ulwazi Lomuntu Siqu ngaphansi kokunakekelwa kwayo ngezindlela ezilandelayo:

- Ukunikeza isevisi ngokwezinkombandlela ezinikezwe amaklayenti
- Ulawulo lwabasebenzi
- Ukugcina ama-akhawunti nemibhalo
- Ukuhambisana nemithetho yentela

Izigaba Zalabo abathintekayo kanye Neminingwane Yabo Siqu i-DM-INC ingase ibe nemibhalo ehlobene no:

- Abahlinzeki
- Abaninimasheya
- Ongqongqozi / abahlinzeki bezinsiza
- Abasebenzi
- Amakhasimende

I-DM-INC inganikeza Ulwazi Lwakho Lwangesese kubahlinzeki bezinsiza abahlinzeka ngezinsiza ezilandelayo:

- Ukuthatha nokuhlela idatha
- Ukugcina idatha
- Ukuthumela ama-imeyili nezinye izincwadi zokuxhumana kumaklayenti
- Ukuqhuba ukuhlolwa kokuhlakanipha okufanele
- Ukuphathwa Kwezinhlelo Zokutshala Izimali Ezihlangene

Ukusakazwa Kwangempela Noma Okuhlelwe kweminingwane Yomuntu Ngaphandle Komngcele

- Inkampani ingadlulisa iminingwane ngaphandle kwemingcele yezwe ukuze igcine idatha nabahlinzeki besitoreji sefayela kwamafu abangaphandle.

Incazelo Ejwayelekile Yezinyathelo Zokuvikela Ulwazi: I-DM-INC isebenzisa ubuchwepheshe basenhlalakahleni ukuqinisekisa ukufihlakala, ubuqiniso kanye nokutholakala kolwazi Lomuntu siqu olusemthandweni wayo. Izinyathelo zifaka phakathi:

- Izindonga zomlilo
- Isofthiwe yokuvikela amagciwane kanye nezindlela zokuvuselela
- Ukulawula ukufinyelela ngokwengqondo nangokwendawo
- Secure setup of hardware and software making up the IT infrastructure
- Abahlinzeki Bensizakalo Abaphumile abangakwazi ukucubungula Ulwazi Lomuntu siqu behambisana ne-DM-INC baqashwe ukuthi basebenzise izilawuli zokuphepha.

## 14. AMA FORM /NEZITHASISELO

### 1.1 ISITHASISELO– I-PAIA

- a. Ifomu C – Ifomu Lesicelo;
- b. Ifomu E – Ifomu Lesicelo Imibhalo Etholakala Ngokuzenzakalelayo;
- c. **Isaziso soMqulu Sezintela Ezimisiwe se-PAIA**

- d. Ifomu 1 - Ukuphikisa ukucutshungulwa kolwazi lomuntu siqu;
- e. Ifomu 2 - Isicelo sokulungiswa noma ukususa ulwazi lomuntu siqu;
- f. Ifomu 4 - Ukumaketha okuqondile ngokuvuma kokuxhumana ngogesi;
- g. Ifomu 5 (Part 1& Part 2) - Ukukhala mayelana nokuphazamiseka kokuvikelwa kolwazi lomuntu;
- h. Ifomu 6 - Umqhubi osebenza njengomxazululi;
- i. Ifomu 7 - Isaziso kwabathintekayo- Ukuxazululwa kwezinkinga ngokuvumelana;
- j. Ifomu 8 (INGXENYE 1 & Ingxenye 2) - Isaziso kubantu bonke sokuthi umLawuli uhlela uphenyo ngendaba yokukhwabanisa;
- k. Ifomu 9 - Isaziso kubantu abathintekayo: umhlangano wokuxazulula izingxabano;
- l. Ifomu10 - Isitifiketi sokuhlala
- m. Ifomu 11 - Isicelo sokuhlolwa;
- n. Ifomu 12 - umphumela noma isinqumo esenziwe;
- o. Ifomu 13 - Isaziso sokuphoqelelwa
- p. Ifomu 14 - Ukunikwa iKomidi Lokusebenzisa Umthetho;
- q. Ifomu 15 - Isaziso somthetho sikaSahluko 95;
- r. Ifomu 16 - Isaziso sokuphana esiqediwe;
- s. Ifomu 17 - Isikhalazo sifakwe ngokumelene nesaziso sokuphothulwa komthetho;
- t. Ifomu 18 - Ukubeka eceleni isaziso sokuphumeleliswa; kanye
- u. Ifomu 19 - Isaziso sokwenqatshwa kwesimangalo.

### **Ukutholakala Kwencwadi Yesandla**

Incwadi yomhlahlandlela iyatholakala ukuze ihlolwe, ngemvume efanele ngaphambi kwesikhathi, ehhovisi le-DM-INC ngokungakhokhi. Ikhophi yencwadi yomhlahlandlela ye-DM-INC iyatholakala futhi kubakwa-Information Regulator

### **Kuvunyiwe**



-----  
**Madimpe Mogashoa**

**Umqondisi Ophethe (Usomlomo Wezindaba)**

**KUSAYINIWE EGAMENI LABALE MOGASHOA ATTORNEYS NGALOSUKU 23 UFE BHUWARI 2026**



BUKA YA KAROLO YA 10 &  
51 YA THOTLOETSO YA  
MOLAO WA PHITLHELELO  
YA TSHEDIMOSETSO,  
2000, **O BUISWA MMOGO LE  
KAROLO 4 YA MELAWANA E E  
AMANANG LE TSHIRELETSO  
TSHEDIMOSETSO YA MOTHO**

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## 1. BOIKAELELO JWA BUKA

Mo maikaelelong a Molao wa Thotloetso ya Phitlhelelo ya Tshedimisetso 2 ya 2000 ("PAIA"), bukana eno e tlhalosa tsamaiso ya gore baagi kgotsa batho ba ka fitlhelela jang direkoto tse di tshwerweng ke Mmuedi wa Diale Mogashoa le mokgwa o kopo ya phitlhelelo e tla tlhofofadiwang ka yone ke Motlhankedi wa Tshedimisetso/ kgotsa le Motlatsa.

Mo maikaelelong a Molao wa Tshireletso ya Tshedimisetso ya Botho wa 4 wa 2013 ("POPIA"), gareng ga tse dingwe, bukana eno e tlhalosa boikaelelo jo Tshedimisetso ya Botho e ka dirisiwang ka jone, tlhaloso ya ditlhopho tsa Batho ba ba Tshedimosediwang ke Tshedimisetso ba setheo se dirang Tshedimisetso ya Botho mo go bone mmogo le ditlhopho tsa Tshedimisetso ya Batho le Tshedimisetso e e amanang le yo Tshedimisetso ya Botho e ka nnang ya tlamelwa.

## 2. POPEGO

Diale Mogashoa Attorneys (DM-INC) ke feme ya molao e e kwadisitsweng ka nomoro ya kwadiso ya 2012/007603/21 mme e le mo maemong a a siameng le Lekgotla la Tiro ya Semolao. Lekgotla la Tiro ya emolao ke setheo sa semolao se se tlhomilweng go ya ka Karolo 4 ya Molao wa Tiro ya Semolao 28 wa 2014.

Feme e na le sebopego se se latelang sa mokgatlho:

- Mokaedi Motsamaisi;
- Mokaedi wa Matlole;
- Boto ya Bakaedi;
- Botsamaisi jwa Ofisi; le
- Ditshenyegelo tsa Semolao, Ditshupamolato le Dipusetso.

## 3. DINTLHA TSA GO IKGOLAGANYA

### **Aterese ya Sebele:**

#### **Ofisi e Kgolo**

Menlyn Corner  
1st and 2nd Floors  
87 Frikkie de Beer Street  
Menlyn  
Pretoria

#### **Tora ya Kopano :**

9th Floor  
Convention  
Tower

Corner Heerengracht and Walter Sisulu Avenue

Foreshore

Cape Town

**Aterese ya Poso:**

Phaka ya Posonet 101

Kgetsana ya Poraefete

x15 Menlo Park

0102

Docex 49

Brooklyn

Boto ya go fetola: +27 (12) 346 5436/5939

Fekese: +27 (12) 346 5962

Imeile: [info@dm-inc.co.za](mailto:info@dm-inc.co.za)

Motlhankedi wa Tshedimisetso: Rre Madimpe Mogashoa

Imeile: [Madimpe@dm-inc.co.za](mailto:Madimpe@dm-inc.co.za)

Motlatsa Motlhankedi wa Tshedimisetso (1): Mme Michelle Morgan

Imeile: [michelle@dm-inc.co.za](mailto:michelle@dm-inc.co.za)

Motlatsa Motlhankedi wa Tshedimisetso (1): Mme Nelisiwe Monashane

Imeile: [Nelisiwe@dm-inc.co.za](mailto:Nelisiwe@dm-inc.co.za)

Webosaete: : [www.dm-inc.co.za](http://www.dm-inc.co.za)

#### 4. DITLHALOSO

**PAIA** – Molao wa Thotloetso ya Phitlhelelo ya Tshedimisetso, 2000 (o gantsi o bidiwang “PAIA”)

**POPIA** – Molao wa Tshireletso ya Tshedimisetso ya Botho, 2013 (o gantsi o bidiwang “POPIA”)

**DM-INC** – Babueledi ba Diale Mogashoa

**MOLAODIWATSHEDIMOSSETSO** – Molaodi wa Tshedimisetso (Afrika Borwa) kesetheose se ikemetseng se tihomilweng go yaka Karolo 39 ya Molaowa Tshireletso ya Tshedimisetso ya Botho 4 wa 2013

**KHOMISHINE YA DITSHWANELO TSA BATHO** – The South African Human Rights Commission is the national institution established to support constitutional democracy. It is committed to promote respect for, observance of and protection of human rights for everyone without fear or favour. The Commission is observing regulations issued by government.

**VAT** – Mokhuduthamaga wa Lekgetho le le Okeditsweng Boleng – Mokhuduthamaga

**CEO** – ke mokhuduthamaga wa maemo a a kwa godimo mo khamphaning

## 5. KAEDI YA KHOMISINE YA DITSHWANELO TSA BATHO YA AFRIKA BORWA

Motho o mongwe le o mongwe yo o eletsang go diragatsa tshwanelo nngwe le nngwe e e akanyeditsweng mo Molaong wa Thotloetso ya Phitlhelelo ya Tshedimosetso, 2000 (“PAIA”), a ka bona pampiri tshupo ya tshedimosetso e entshitsweng ke Khomišene ya Ditshwanelo tsa Botho e e umakilweng mo puong e e fa godimo ya:

Khomišene ya Ditshwanelo tsa Batho Kgetsana

ya Poraefete 2700 Houghton 2041

Mogala: 011-484 8300

Fekese: 011-484 7149

Webosaete: [www.sahrc.org.za](http://www.sahrc.org.za)

Khomišene e tswelela go dira le Molaodi wa Tshedimosetso go netefatsa gore ditiro tsa PAIA ditsamaya ka thelelo kadi 30 Seetebosigo 2021 kgotsa ka bonako jo bo kgonegang morago ga moo.

## 6. MOLAODI WA TSHEDIMOSETSO

Molaodi wa Tshedimosetso (Afrika Borwa) ke setheo se se ikemetseng se se tlhomilweng go ya ka Karolo 39 ya Molao wa Tshireletso ya Tshedimosetso ya Botho 4 wa 2013. O laolang fela ke Molao le Molaotheo mme o ikarabela mo Kokoanong Bosetšhaba.

Molaodi wa Tshedimosetso, mo gareng ga tse dingwe, o neilwe dithata tsa go ela tlhoko le go gapeletsa kobamelo ke ditheo tsa Puso le tsa Poraefete le dipeelo tsa Molao wa Thotloetso ya Phitlhelelo ya Tshedimosetso, 2000 (Molao wa 2 wa 2000), le Molao wa Tshireletso ya Tshedimosetso ya Botho, wa 2013 (Molao wa 3 wa 2020).

## 7. TLHALOSO YA DIREKOTO TSE DI TSHWERWENG

Tshedimosetso, e e sa bonweng bonolo, e ka kopiwa go ya ka tsamaiso e e beilweng go ya ka Molao wa Thotloetso ya Phitlhelelo ya Tshedimosetso.

Dikhopi tsa diforomo tse di beilweng tse di tshwanetseng go tladiwa go romela kopo di teng go tswa go Batlhankedi ba Tshedimosetso ba feme mmogo le mo webosaeteng ya rona jaaka go supilwe fa godimo.

### **Tshedimosetso e e tshwerweng:**

#### **7.1 Matlole (Ditshenyegelo tsa Semolao, Ditshupamolato le Dipusetso.)**

- Setatamente sa Ditšhelete sa Nako e e fetileng le sa ga jaana
- Ditshupamolato tsa Ditshenyegelo tsa nako e e fetileng le tsa ga jaana

#### **7.2 Botsamaisi jwa Ofisi**

- Organogram
- Dintlha tsa poraefete tsa maloko a badiri, Dituelo tse di rulagantsweng le dipoelo tse di duelwang
- Porofaele ya kgalemo ya maloko a badiri
- Dipholisi tsa Badiri le Tsamaiso
- Ditumelano tsa khiro tsa nako e e fetileng le tsa ga jaana
- Leano la Tekatekano ya Tiro
- Dikonteraka le Batlamedi ba Ditirelo le HR

#### **7.4 Boto ya Bakaedi**

- Maano a mokgatlho le a kgwebo
- Memorantamo wa kutlwano
- Maano a boitekanelo le pabalesego mo tirong

### **8. KAROLO YA 52 KITSISO**

E na le ditlhopha tsa direkoto le tlhaloso ya direkoto tseo tse di leng teng ka go itirisa:

- Go tthatlhabiwa go ya ka molao omongwe le omongwe kwa ntle ga **PAIA**;
- Go rekwa kgotsa go kopololwa mo setheong sa puso; legotswa
- legotswa mo setheong sa puso mahala.

Tshedimosetso e teng mo webosaeteng ya Diale Mogashoa Inc: [www.dm-inc.co.za](http://www.dm-inc.co.za)

## 9. DITIRELO TSE RE DI NELANG

Ditirelo tse re di nayang di fitlhelwa mo webosaeteng ya Diale Mogashoa Inc: [www.dm-inc.co.za](http://www.dm-inc.co.za)

## 10.TSAMAIISO YA GO KOPA TSHEDIMOSETSO

Mokopi o tshwanetse go obamela ditlhokego tsotlhe tsa tsamaiso tse di mo karolong 53 tse di amanang le kopo ya phitlhelelo ya rekoto. Mokopi o tshwanetse go tlatsa Foromo C e e beilweng e e tsenngwang fano mo Mametlelelo 1 mme a e romele mmogo le tuelo ya tuelo ya kopo le dipositi, fa go tlhokega go motlhankedi wa tshedimisetso kwa atereseng ya poso kgotsa ya sebele, nomoro ya fekese kgotsa aterese ya poso ya eleketeroniki e e tlhalositsweng fano. Foromo e e beilweng e tshwanetse go tladiwa ka dintlha tse di rileng tse di lekaneng go kgontsha bonnye motlhankedi wa tshedimisetso go supa:

- Rekoto kgotsa direkoto tse di kopiwang;
- Boitshupo jwa mokopi;
- Ke mofuta ofe wa phitlhelelo o o tlhokegang; le
- Aterese ya poso kgotsa nomoro ya fekese ya mokopi mo Rephaboliking.

Mokopi o tshwanetse go bolela gore o tlhoka tshedimisetso gore a kgone go diragatsa kgotsa go sireletsa tshwanelo mme a bolele ka tlhamalalo gore tshwanelo eo ke ya mofuta ofe gore e dirisiwe kgotsa e sirelediwe.

Mokopi o tshwanetse gape go neela tlhaloso ya gore goreng rekoto e e kopilweng e tlhokega go diragatsa kgotsa go sireletsa tshwanelo eo.

Motlhankedi wa Tshedimisetso wa Diale Mogashoa Attorneys o tla dira kopo mo malatsing a le 30 (masome a mararo), ntle le fa mokopi a boletse mabaka a a kgethegileng a a tla kgotsofatsang motlhankedi wa tshedimisetso gore maemo a laela gore paka eno ya nako e se ka ya latelwa.

Mokopi o tla itsisiwe ka go kwala gore a phitlhelelo e neetswe kgotsa e gannwe. Fa, mo godimo ga moo, mokopi a batla mabaka a tshwetso ka mokgwa mongwe le mongwe o mongwe, o tshwanetse go tlhalosa mokgwa le dintlha tse di tlhokegang jalo.

Fa kopo e dirilwe mo boemong jwa motho yo mongwe, mokopi o tshwanetse go romela bosupi jwa maemo a mokopi a dirang kopo ka ona go kgotsofatsa motlhankedi wa tshedimisetso.

Motlhankedi wa Tshedimisetso wa Babueledi ba Diale Mogashoa o tla, mo malatsing a le 30 (masome a mararo) morago ga go amogela kopo, tsaya tshwetso ya gore a o tla amogela kgotsa o tla gana kopo le go neela kitsiso ka mabaka (fa go tlhokega) a go dira jalo.

Fa mokopi a sa kgotsofadiwe ke tshwetso e e tserweng ke Motlhankedi wa Tshedimisetso, sekai ka ntlha ya go gana phitlhelelo, ka ntlha ya go pega dituediso tsa phitlhelelo, kgotsa ka ntlha ya go atolosa paka ya nako e karabo e tshwanetseng go ntshiwa mo go yona, mokopi a ka dira kopo kwa kgotlatshekelo ya go bona thuso mo malatsing a le 180 morago ga go amogela tshwetso e e bakileng ngongorego. Tshwetso ya Motlhankedi wa Tshedimisetso e tla sekasekwa ke kgotlatshekelo mme tshwetso e tla tsewa ke dikgotlatshekelo gore a go tlamelwa ka phitlhelelo kgotsa nnyaa.

### **Molaodi yo o dirang jaaka motsereganyi ka nako ya dipatlisiso go ya ka POPIA**

- Fa ka nako ya dipatlisiso tsa ngongorego Molaodi a swetsa go dira jaaka motsereganyi go ya ka karolo 76(1)(b) ya Molao, le go bitsa kopano ya poelano, Molaodi o tshwanetse, ka bonako jo bo kgonegang, go itsise modiri wa tshedimosetso le lekoko le le nang le maikarabelo le le amegang mo ngongoregong ka Foromo e e latelang ya:

(a) Tshwetso ya Molaodi ya go dira jaaka moelani mo ntlheng; le

(b) letlha, nako le lefelo la kopano ya poelano.

- Molaodi-

(a) E ka kopanya dingongorego tse di farologaneng, tse go bolelwang fa di amana le kgoreletso e e tshwanang mo tshireletsong ya tshedimosetso ya poraefete ke lekoko le le tshwanang le le nang le maikarabelo, gore e kgone go samagana le dingongorego mo ditsamaisong tse di tshwanang tsa poelano;

(b) E tshwanetse go netefatsa gore batho botlhe ba ba nang le tshwanelo ya go tsenela kopano ya poelano ba itsisiwe mo nakong e e utlwalang, ka ga letlha, nako le lefelo la kopano;

(c) e ka kopa dipampiri tshupo tsotlhe tse di maleba tse di amanang le ngongorego go tswa mo mothong wa tshedimosetso le lekoko le le nang le maikarabelo; le

(d) e ka buisana le maloko ka namana, ka mokgwa wa tshaeletsano ya eleketeroniki, kgotsa ka mokgwa mongwe le mongwe jaaka go tsewa go le maleba.

- Fa kopano ya poelano e palelwa ke go diragala, Molaodi o tshwanetse go rulaganya letlha le lengwe mme a itsise batho ba ba nang le tshwanelo ya go tsenela kopano ya poelano go ya ka seo.

- Molaodi o tshwanetse go ntsha setifikeiti sa poelano mo **Foromong ya 7** mo nakong e e utlwalang morago ga letlha la go kenela kopano ya poelano.

- Fa ngongorego e sa rarabololwa, kgotsa mongwe kgotsa bobedi jwa makoko a sa tsenela kopano ya poelano, Molaodi o tshwanetse go tswela ka ngongorego jaaka go tlametswe go ya ka karolo 76 ya Molao.

### **Ditsamaiso tsa pele ga dipatlisiso tsa Molaodi go ya ka POPIA**

- Fa Molaodi a ikaeletse go batlisisa kgang nngwe le nngwe e e tlhalositsweng mo Kgaolong 10 ya Molao, Molaodi o tshwanetse go ya ka karolo 79 ya Molao, go itsise makoko a patlisiso e amanang le ona ka ga maikaelelo ao a patlisiso go ya ka Karolo I ya Form8.

- Molaodi o tshwanetse go itsise lekoko le le nang le maikarabelo le patlisiso e amanang le lona mo Karolo II ya Foromo 8 ya ngongorego, kgotsa setlhogo sa patlisiso, mme o tshwanetse go itsise lekoko le le nang le maikarabelo ka tshwanelo ya go romela karabo e e kwadilweng ya ngongorego kgotsa setlhogo sa patlisiso mo nakong e e abetsweng ke Molaodi.

### **Tharabololo ya dingongorego go ya ka POPIA**

- Fa go tlhagelela go tswa mo ngongoregong kgotsa karabong e nngwe le enngwe e e kwadilweng ya ngongorego ka fa tlase ga karolo 79(b)(ii) ya Molao kgotsa ka nako ya kopano ya poelano, gore go ka kgonega go bona tumalano magareng ga makoko mme fa go le maleba, dinetefaletso tse di kgotsofatsang tsa makoko jaaka go tthalositswe mo karolong 80 ya molaodi wa molao o ka, tthaeletsano e kaya, kgotsa ka tsela nngwe le nngwe e e tsewang e le maleba go leka go bona tumalano le fa go le maleba, dinetefaletso tse di kgotsofatsang jaaka go tthalositswe mo karolong 80 ya Molao.
- Fa ka nako ya thulaganyo e e umakilweng mo molawanapotlana (1) Molaodi a swetsa go bitsa kopano ya tumelano, Molaodi o tshwanetse, ka bonako jo bo kgonegang, go itsise motho yo o amegang mo tshedimosetsong le lekoko le le nang le maikarabelo mo **Foromong ya 9** ka letlha, nako le lefelo la kopano ya tumelano.
- Mo maikaelelong a ditsamaiso tsa tuelo, Molaodi o na le maatla a tshwanang le a motsereganyi a di tthalositsweng mo melawanapotlana (2) go ya go (3) ya Molawana 8.
- Molaodi o tshwanetse go ntsha setifikeiti sa tuelo mo **Foromong ya 10** mo nakong e e utlwalang morago ga letlha la bokhutlo jwa kopano ya tuelo.
- Fa go se na tharabololo le netefaletso e e netefaditsweng kgotsa fa mongwe kgotsa bobedi jwa makoko a ne a sa eletse go tsenela kopano ya tharabololo, Molaodi o tshwanetse go tsewelela ka kgang jaaka go tlametswe go ya ka karolo 76 ya Molao.

### **Ditlhatlhobo go ya ka POPIA**

- Kopo ya tshekatsheko go ya ka karolo 89(1) ya Molao e tshwanetse go neelwa Molaodi mo **Karolo 1 ya Foromo 11**
- Molaodi o tshwanetse go itsise mokopi mo **Karolo II ya Foromo 11** fa e le gore o tsere tshwetso ya go dira tshekatsheko ka ga-
  - (a) maiteko a yona; kgotsa
  - (b) Jaaka go kopilwe go ya ka molawana-potlana (1);
    - mo nakong e e utlwalang go tloga ka letlha le tshwetso e tserweng ka lone,
- Paka ya tlhatlhobo e tla tlhomamisiwa ke Molaodi go ya ka kgetse ka kgetse.
- Molaodi o tshwanetse go itsise mokopi kgotsa lekoko le le nang le maikarabelo (fa e se mokopi) ka tshwetso enngwe le e nngwe e e dirilweng, kgotsa kgato e e tserweng, kgotsa pono e e bopilweng mo **Foromong ya 12** mo nakong e e utlwalang go tloga ka letlha le tshwetso e dirilweng kgotsa kgato e e tserweng kgotsa pono e e bopilweng.

### Informing the parties of developments regarding investigation in terms of POPIA

- Mo tsamaong ya dipatlisiso, Molaodi o tshwanetse mo nakong e e utlwalang go tloga ka letlha la tshwetso e e tserweng kgotsa kgato e e tsewang-

(a) Go boloka mongongoregi, modiri wa tshedimisetso (fa e se mongongoregi) le lekoko le le nang le maikarabelo ba itsisiwe ka ga ditlhabololo tsa patlisiso; le

(b) itsise mongongoregi, modiri wa tshedimisetso (fa e se mongongoregi) le lekoko le le nang le maikarabelo ka dipholo tsa patlisiso

- Dikitsiso tse di tlhalositsweng mo molawanapotlana (1) di tshwanetse go neelwa kwa diatereseng tse di tlhomilweng tsa mongongoregi, modiri wa tshedimisetso le lekoko le le nang le maikarabelo le le gakololang—

(a) Mo **Foromong ya 13** gore kitsiso ya tiragatso ga e kitla e ntshiwa go ya ka karolo 94(a) ya Molao;

(b) Mo **Foromong ya 14** gore ngongorego e fetiseditswe kwa Komiting ya Tiragatso go ya ka karolo 92 ya Molao;

(c) Mo **Foromong ya 15** gore kitsiso ya tiragatso e neetswe go ya ka karolo 95 ya Molao;

(d) mo **Foromong ya 16** gore kitsiso ya tiragatso e phimotswe kgotsa e fetotswe go ya ka karolo

(e) Mo **Foromong ya 17** gore boikuelo bo tlhatlhetswe kgatlanong le kitsiso ya tiragatso ya go phimola kgotsa go fetola kitsiso go ya ka karolo 97 ya Molao;

(f) mo **Foromong ya 18** gore boikuelo kgatlanong le kitsiso ya tiragatso bo letleletswe le gore kitsiso ya tiragatso e emiseditswe go ya ka karolo 98 ya Molao; kgotsa

(g) Mo **Foromong ya 19** gore boikuelo bo kgaphetswe thoko go ya ka karolo 98 ya Molao.

### 11. DITUEDISO TSE DI LAELELWENG

Tshedimisetso, ntle le e e bonwang bonolo mo webosaeteng ya Mmuedi wa Diale Mogashoa, e bonwa ka khopi e e kwadilweng fela ka tuediso jaaka e bontshitswe fa tlase mmogo le VAT mmogo le poso.

Tefo ya kopo e e duelwang ditheo tsa Poraefete ke R50. Bakopi ba ba amogelang madi a a kwa tlase ga R14, 712 ka ngwaga (fa ba sa nyalwa) le R27,192 ka ngwaga (fa ba nyetse kgotsa ba le mo tirisanommogong ya botshelo jotlhe), GA ba tlhoke go duela dituelo tsa kopo.

Tlhaoloso ya dituelo tsa go fitlhelela direkoto tsa setheo sa poraefete ke:

<b>Tirwana</b>	<b>Tuelo</b>
<b>Khopi ka Tsebe ya A4</b>	R1.10
<b>Go gatisa ka Tsebe ya A4</b>	75 cents
<b>Khopolola mo CD</b>	R70

<b>Go kwalololwa ga ditshwantsho tse di bonwang mo tsebeng ya A4</b>	R40
<b>ditshwantsho bonwang mo tsebeng ya A4</b>	R60
<b>Go kwalololwa ga kgatiso ya modumo mo tsebeng ya A4</b>	R20
<b>Go kwalololwa ga kgatiso ya modumo mo tsebeng ya A4</b>	R30
<b>Go batla le go baakanyetsa rekoto gore e senolwe</b>	R30 ka ura kgotsa karolo ya yone kwantle ga ura ya ntlha, e e tlhokegang go batla le go baakanyetsa

Fa kopo e amogelwa go tla duelwa tuelo e nngwe ya phitlhelelo ya go batla, go baakanyetsa, go gatisa gape le ya nako nngwe le nngwe e e fetileng diura tse di beilweng go batla le go baakanyetsa rekoto go senolwa.

## 12. DIPEKOLO

Fa kopo ya tshedimosetso go ya ka PAIA e ntshitswe ke DM-INC, mokopi a ka, mo malatsing a le 60 le ka sebopego se se beilweng le kगतलhanong le tuelo ya tuelo e e beilweng ya boikuelo, a tsenya boikuelo jwa ka fa gare kगतलhanong le tshwetso ya motlhankedi wa tshedimosetso go ya ka ditaelo tsa karolo 75 ya PAIA. Fa boikuelo jwa ka fa gare bo tsenngwa morago ga go fela ga paka e e beilweng, DM-INC e tla, ka lebaka le le siameng le le bontshitsweng, letla go tsenngwa ga boikuelo jo bo ntseng jalo thari.

## 13. GO DIRAGANA KA TSHEDIMOSETSO YA BOTHATA

Kgaolo 1 ya POPIA e bua jaana:

Tirelo” e bua tirelo efeng kapa efeng ya ditirelo, eleng ka mekgwa e iketsang kapa tjhe, e amanang le tlhahisoleseding ya poraefete, ho kenyeletswa:

- Go kokoanya, go amogela, go rekota, go rulaganya, go kopanya, go boloka, go tlhabolola kgotsa go fetola, go busetsa, go fetola, go rerisana kgotsa go dirisa;
- Phatlhalatso ka mokgwa wa phatlhalatso kgotsa go dira gore e nne teng ka sebopego sengwe le sengwe; kgotsa
- Go kopanya, go golaganya mmogo le go thibela, go senya, go phimola kgotsa go senya kgotsa tshedimosetso.

DM-INC e dirisa Tshedimosetso ya Botho e e tlhokometsweng ke yone ka ditsela tse di latelang:

- Go dira tirelo go ya ka ditaelo tse di neetsweng ke badirelwa
- Tsamaiso ya badiri
- Go boloka diakhaonto le direkoto
- Go obamela melao ya lekgetho

Ditlhopha tsa Badiri ba Tshedimisetso le Tshedimisetso ya bone ya Botho DM-INC e ka nna le direkoto tse di amanang le:

- Batlamedi
- Batsholadishere
- Batlamedi ba ditirelo tsa borakonteraka
- Badiri
- Ditlelaente

DM-INC e ka nna ya tlamela ka Tshedimisetso ya Botho go batlamedi ba ditirelo ba ba tlamelang ka ditirelo tse di latelang:

- Go tsaya le go rulaganya tshedimisetso
- Go boloka tshedimisetso
- Go romela diimeile le makwalo a mangwe kwa ditlelaenteng
- Go dira ditlhotlhomiso tsa tlhoafalo e e tshwanetseng
- Tsamaiso ya Dikema tsa Peeletso e e Kopanetsweng

Kelelo ya Tshedimisetso ya Botho ya Mmatota kgotsa e e Rulagantsweng ya go Kgabaganya Melelwane

- Kelelo ya Tshedimisetso ya Botho ya Mmatota kgotsa e e Rulagantsweng ya go Kgabaganya Melelwane

Tlhaloso ya Kakaretso ya Dikgato tsa Tshireletso ya Tshedimisetso: DM-INC e dirisa thekenoloji ya segompiano go netefatsa sephiri, bothokgami le go nna teng ga Tshedimisetso ya Botho e e ka fa tlase ga tlhokomelo ya yona. Dikgato di akaretsa:

- Mabota a molelo
- Sofotewere ya tshireletso ya megare le diporothokholo tsa ntšhwafatso
- Taolo ya phitlhelelo e e utlwalang le e e bonalang
- Thulaganyo e e sireletsegileng ya serwethata le serweboleta se se bopang mafaratlhatlha a IT
- Batlamedi ba Ditirelo ba ba Rilweng kwa ntle ba ba dirang Tshedimisetso ya Botho mo boemong jwa DM-INC ba konteraka go diragatsa ditaolo tsa tshireletsego.

## 14. DIFOROMO/ DIMAMETLELELO

### 1.1 MAMETLELELO – PAIA

- a. **Foromo C** – Foromo ya Kopo;
- b. **Foromo E** – Foromo ya Kopo ya Direkoto tse di Bonelang ka go Itirisa;
- c. **PAIA Dituelo tse di beilweng Kitsiso ya Kazete**

1.1 **MAMETLELELO – POPIA**

- d. **Foromo 1** - Kganetso ya go dirisa tshedimosetso ya motho;
- e. **Foromo 2** - Kopo ya go baakanya kgotsa go phimola tshedimosetso ya poraefete;
- f. **Foromo 4** - Go bapatsa ka tlamalalo ka tumelelo ya tllhaeletsano ya eleketeroniki;
- g. **Foromo 5 (Karolo 1& Karolo 2)** - Ngongorego mabapi le go kgoreletsa Tshireletso ya Tshedimosetso ya Motho;
- h. **Foromo 6** - Molaodi yo o dirang jaaka Moduelanyi;
- i. **Foromo 7** - Kitsiso go makoko- Poelano;
- j. **Foromo 8 (KAROLO 1 & Karolo 2)** -Kitsiso go makoko a maikaelelo a Molaodi a go batlisisa ngongorego;
- k. **Foromo 9** - Kitsiso go makoko: kopano ya tharabololo;
- l. **Foromo 10** - Setifikeiti sa bonno;
- m. **Foromo 11** - Kopo ya tlhatlhobo;
- n. **Foromo 12** - dipoelo kgotsa tshwetso e e tserweng;
- o. **Foromo 13** - Kitsiso ya tiragatso;
- p. **Foromo 14** - Go romelwa kwa Komiting ya Tiragatso;
- q. **Foromo 15** - Kitsiso ya tiragatso ya Karolo 95;
- r. **Foromo 16** - Kitsiso ya tiragatso e e phimotsweng;
- s. **Foromo 17** - Boikuelo jo bo tlhatlhetsweng kgatlhanong le kitsiso ya tiragatso;
- t. **Foromo 18** - Go beela kwa thoko kitsiso ya tiragatso; le
- u. **Foromo 19** - Kitsiso ya go kgaola boikuelo.

**Go nna teng ga Bukakaedi**

Bukana e teng go ka tlhatlhabiwa, ka kitsiso e e utlwalang pele ga nako, kwa ofising ya DM-INC mahala. Dikhopi tsa bukana ya ditaelo ya DM-INC le tsona di fumaneha ho tswa ho Molaodi wa Tshedimosetso.

**Letleletse**



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**Madimpe Mogashoa**

**Motsamaisi (Motlhankedi wa Tshedimosetso)**