South African Agency for Promotion of Petroleum Exploration and Exploitation (Pty) Ltd

Elibizwa ngokufutshane kulo mqulu ngokuba
Yi Petroleum Agency

INGCACISO YOKUFIKELELA KWIMIQULU YOLWAZI NEMBALELWANO EQULATHWE YI PETROLEUM AGENCY

2006

Ikhutshwe ngokwemigaqo kaSection 14 we Promotion of Access to Information Act 2000 (iAct 2 ka 2002) yokukhuthaza ukufikelela kuLwazi

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1. INTSHAYELELO

Umthetho okhuthaza ukufikelela kulwazi uAct No 2 ka 2000 (“Act”), inika uphuhliso kwilungelo lomgaqo siseko lokufikelela kulo naluphina ulwazi olufumaneka kulo naliphina iqumrhu labucala kwanelikarhulumente, lwazi olo olufunekayo kuphuhliso okanye ukhuseleko lwawo nawaphina amalungelo. LeAct ibeka ngokucacileyo imigaqo enxulumene neso sicelo.

Umqolo wesithoba we Act, kananjalo unika ingqwalasela yokuba la malungelo okufikelela kulwazi ahambe nemimiselo ethile, nemida engenakutsiywa enjengale:

- Ukukhuseleka kweemfihlelo okulilungelo
- Ukugcinwa ngokufihlakeleyo kwenkcukacha zezothengo
- Ukuphatha okulungileyo nokupheleleyo

USection 14 we Act uyawanyanzelisa amaQumrhu kawonke-wonke ukuba adibanise umqulu wengcaciso onjengalo, oyakuthi uncede abantu ukuze bafumane imvume yokufikelela kulwazi olukulomaQumrhu, kwaye uyayichaza imigaqo lo mqulu ekufuneka uyilandele.

Injongo yalengcaciso kukwazisa abantu indlela zokufikelela kwirekhodi ezikwa Petroleum Agency, kube kunika uphuhliso kuSection 14 we Act.

2. ISIGUNYAZISO SE PETROLEUM AGENCY

Isigunyaziso sePetroleum Agency sinamabakala agunyaziswe kwisiyalelo soMphathiswa (Ministerial Directive Scheduke 3) somhla we 16 April 1999 kwiWhite Paper ye Energy Policy ka 1998, kwi Mineral and Petroleum Resource Development Act No 28 ka 2002 (MPRDA) (section 70), nakwi Memorandum neArticles of Associations ze Petroleum Agency.

I MPRDA iqale ukusebenza ngomhla wokuqala kuMay 2004, kwaye ibandakanya ukunika imvume kuMphathiswa weZimbiwa naMandla ukuba amisele iqumrhu likarhulumente elizakujongana nemisebenzi ethile emalunga nokulawulwa kwamalungelo okukhangelwa nokuveliswa kwe oil negesi. IPetroleum Agency yamiselwa nge 18 June 2004, kwaye isebenzela ukuqinisekisa ukuba ikulungele ukuphumeza ummiselo wayo ngokwe MPRDA.

3. UKWAKHEKA NEMISEBENZI YEPETROLEUM AGENCY

IPetroleum Agency ilawulwa liQumrhu labaLawuli (Board of Directors), eyonyulwe yiCentral Energy Fund (CEF). Amalungu eBhodi achazwa kwisiyalelo soMphathiswa (Ministerial Directive), kwaye uSihlalo wonyulwa nguMphathiswa wezezimbiwa namandla. ICEO yonyulwa yiBhodi, yonyulelwe ithuba leminyaka emihlanu. ICEO ithi incediswe liqela leManejala eliphezulu, ngale ndlela:

TITLE	IDILESI YE E-MAIL
Chief Executive Officer	xiphum@petroleumagencysa.com
General Manager: Regulation	makupulan@petroleumagencysa.com
General Manager: Promotion	averbeken@petroleumagencysa.com
Chief Financial Officer (acting)	Mahlambis@petroleumagencysa.com
Manager: Environmental Compliance	nwendamutswun@petroleumagencysa.com
Manager: Frontier Geology	marotj@petroleumagencysa.com
Manager: Human Resources	ngabazan@petroleumagencysa.com
Manager: Information Services	stormv@petroleumagencysa.com
Manager: Licensing & Legal Compliance	mtunzil@petroleumagencysa.com
Manager: Resource Evaluation	broadd@petroleumagencysa.com
Manager: Technical Compliance	millss@petroleumagencysa.com
Company Secretary	ramurunzim@petroleumgancysa.com

Imisebenzi yePetroleum Agency

(a) Ukukhuthaza kokukhangelwa nokuveliswa kwe oli negesi elwandle nasemhlabeni;
(b) Ukwamkela izicelo;
(c) Ukuphengulula ezozicelo nokwenza ingcebiso ngazo kuMphathiswa;
(d) Ukubeka esweni nokunika ingxelo rhoqo kuMphathiswa malunga nokulandelwa kwemigaqo nemimiselo yalomaphepha-mvume;
(e) Ukwamkela, ukugcina ngendlela eyiyo, ukutolika, ukuvavanya, nokwangeza imiba ebalulekileyo, ukurweba nokubolekisa ngeziqulatho zolwazi olunzulu lwe Geology and Geophysics oluqulathwe yiPetroleum Agency ngogunyaziso luka Section 88 we M&PRDA;
(f) Ikwazisa uMphathiswa nangaluphina ulwazi olumalunga nokukhangelwa nokuveliswa kwe oli negesi olunokuba luncedo okanye esinokuthi isizwe sixhamle ngalo;
(g) Ukwazisa nokucebisa uMphathiswa ngemfuneko yokuba iPetroleum Agency ichola-chole okanye iqeshe umchola-choli wolwazi olunzulu we Geology ngokunxulumene ne Oili negesi;
(h) Ukuqokelela intlawulo nemirhumo enxulumene namaphepha-mvume akhutshwa yiPetroleum Agency anjenge:
    - mvume yokuchola-chola ulwazi (Reconnaissance permits)
    - imvume yentsebenziswano (technical co-operation permits)
    - imvume yokukhangela i Oli neGesi ngaphantsi komhlaba kwakunye nemvume yoveliso lwe Oli neGesi;

(i) Ukuvavanya nokwenza izindululo kuMphathiswa malunga nokhuselo lwendalo nokungqonge imihlaba yezicelo;
(j) Ukwenza nayiphina eminye imisebenzi, emalunga ne oli negesi, enokuthi icelwe nguMphathiswa ngamaxesha athile.

4. INKCUKACHA ZOKUQHAGAMSHELANA NEGOSA LOLWAZI NESEKELA LALO

Inkcukacha zoqhakamshelwano

I Dilesi yesitalato	Petroleum House 151 Frans Conradie Drive Parow 7500
I Dilesi yeposi	P O Box 1174 Parow 7499
Inombolo yomnxeba:	+27 (0)21 938-3500
Ifax:	+27 (0)21 9383520
I e-mail:	plu@petroleumagencysa.com
I Website:	http://www.petroleumagencysa.com
Inombolo ye Registration	1999/015715/07

I website ye nkampani iyafikeleleka nakubanina ofikelelayo kwiInternet. I web page inolwazi jikelele olumalunga nePetroleum Agency nemisebenzi yayo.

Igosa loLwazi

Mr Mthozami R. Xiphu
Chief Executive Officer
Inombolo yomnxeba: +27 (0)21 938-3510
I Fax: +27 (0)21 9383553

I e-mail: xiphum@petroleumagencysa.com

5. IZIHLOKO NAMABAKALA OLWAZI

5.1 Imiqulu yolwazi efumaneka ngaphandle kwenkcukacha ze Act

Irekhodi ezidweliswe apha ziyafumaneka ngoko nangoko ngaphandle kokuba umntu afune imvume ngowemigaqo ye Act.

- Marketing of Oil and Gas Exploration Opportunities: Brochures, Pamphlets and Posters
- Technical Data Catalogues
- Annual Reports

5.2 Amabakala erekhodi ezikhoyo ezinokucelwa ngokwemigaqo ye Act [Section 14 (1)(d)]

Irekhodi ezidweliswe apha zezo kufuneka zicelwe ngokwemigaqo ye Act. Ezi rekhodi zingacelwa kwiGosa loLwazi e Petroleum Agency ngokwe ndlela ebekiweyo yezicelo echazwa kumqolo wesithandathu ochazwa apha ngezantsi.

Irekhodi jikelele
Iziyalelo zoMphathiswa
Imemorandum neArticles zombutho
Izichazi-migaqo se shareholders
Imithetho nendlela zokusebenza zenkampani
Imiqulu yeBhodi
Imiqulu yocwaningo-zincwadi nophendlo zimali lweBhodi nekomiti yeRisk
Iingxelo zezimali zonyaka
Imiqulu yabaphendli-zincwadi bangaphakathi
Imiqulu yekomiti ejongene nemiba yezabantu
Iingxelo zenyanga
Iingxelo zekomiti yezobugcisa

Iincwadi-ngcaciso zokutsala umdla nezingobugcisa
Iingxelo ezingemiba yokudala umdla
Izazisi, iingxelo nemipapasho yenkampani
Iingxelo ngezobugcisa
Isigcini-lwazi (database)
Inkcukacha ngemveliso
Inkcukacha ngeze computer nonxibelelwano
Uqikelelo lwamaxabiso
Irekhodi zentengiso
Izichazi-maxabiso
Imbalelwano
Imizuzu yentlanganiso
Imiqulu yendlela ezilandelwayo nezinto ezenzekayo zoshishino
Iincwadi-ngcaciso zothengo
Imiqulu yemisebenzi yexeshana

Inkcukacha nengxelo ngezobugcisa ngemiba engokukhangelwa kwe oli negesi njenge geophysical surveys, nemingxuma eyombiweyo, nenkcukacha ezingemveliso ye Oli neGesi ayisayi kufumaneka lula. Iikhathalogu ezichaza ngale miqulu zifumaneka ngaphandle kwentlawulo kwiiNkampani nabantu abazinqwelenelayo.

Iincwadi-ngcaciso zezezimali
Iincwadi-ngcaciso **(**izicelo zokuthenga, I orders ne zichazi maxabiso)
Inkcukacha zebhanki ezenzelwe ababamba nababanjwa imali
Izichazi-maxabiso
Imbali ngentlawulo
Iincwadi-ngcaciso ezingeVat, ne Rhafu yenkampani
Iingxelo zezezimali
Inkcukacha zempahla (assets)
Uluhlu lwempahla yenkampani
Iincwadi-zivumelwano zenkonzo ezincinane
Irekhodi ezimalunga namalungiselelo eInsurance, ipolicies nemibango

Iincwadi-ngcaciso zemigaqo yamaphepha-mvume
Imiqulu yezicelo zamalungelo, amaphepha-mvume, nendlela zokukhutswa kwamaphepha-mvume
Iinkcukacha zoqhagamshelwano zabo kusetyenziswana nabo (clients)
Iincwadi-zimvumelwano zamalungelo namaphepha-mvume
Imirhumo (Royalties)
Imiqulu engamaphepha-mvume nezivumelwano
Izivumelwano ezingentengo nezezimali nezivumelwano ngenkonzo

Iincwadi-ngcaciso ezingabsebenzi
Iincwadi-ngcaciso zoqeqesho
Iincwadi-ngcaciso zabasebenzi
Iincwadi-ngcaciso zekhefu, inckukacha zemivuzo, ibhaso-mali**,** nemivuzo
Iincwadi-ngcaciso ezingemiba edibene nemibutho yabasebenzi
Imiba engezemisebenzi
Iincwadi-ngcaciso ezingophuhliso lwequmrhu
Iincwadi zentlanganiso nenkcukacha zokungeniswa kwintlanganiso ye Komiti ejongene nezabasebenzi (Human Resources)
Iincwadi-ngcaciso ezingokuqesha nengcaciso zokhetho lwabasebenzi

<u>Iincwadi-ngcaciso ze Upstream Training Trust</u>
Imizuzu yentlanganiso zabaphathi-ngxowa
Izicelo nokunikezelwa kwenkxaso-mali yokufunda neye projects
Iincwadi-zivumelwano (projects), nomgaqo-siseko walengxowa (Trust Deed)

Ithala lencwadi
Ithala lencwadi elincinci elikhethekileyo linika inkonzo ephangaleleyo yolwazi kubasebenzi bonke nakumaziko emfundo.
Ithala lencwadi eli line ncwadi, periodicals, theses kunye ne pamphlets**,** kananjalo oku kuquka ezinye izinto ezinjenge indexed articles, amaphepha enkomfa, iingcaciso ezibukelwayo kwanezimanyelwayo njalo-njalo

Ipetroleum Agency igcina imiqulu-ngcaciso ngokwemithetho engqamene nayo

6. INDLELA ETHI ILANDELWE KWIZICELO ZOLWAZI

Step 1: Indlela ethi ilandelwe yokufakwa kwesicelo
Lowo ufaka isicelo kufuneka azalise ifomu (Form A) edityaniswe kulomqulu, ayingenise ngesandla okanye ayiposele kwidilesi eyenzelwe oko njengoko kubhaliwe kumhlathi wesine ongentla.

Imali engange R35.00 kufuneka ihambe nesicelo eso solwazi. Le mali ithi ihlawulwe nge cheque okanye ngenkozo (xa isicelo siziswe ngesandla).

Step 2: Isiqinisekiso nesivumo
Igosa loLwazi lithi lamkele kwaye liqinisekise isicelo eso ukwenzela ukuba libone ukuba ulwazi olo luyafumaneka na kwi nkampani. Isicelo eso sithi ke samkelwe, sikhatywe, okanye sidluliselwe kwabo banelungelo lokugcina ulwazi olo. Lowo ufake isicelo uye anikwe isivumo (acknowledgement) esiqinisekisa ubume besicelo eso.

Step 3: Ukuqwalaselwa kolwazi
Ukuba isicelo sithe samkelwa, iPetroleum Agency ithi idibanise ilungise ulwazi olo, ze ibale indleko ezifanelekileyo. Indleko zibalwa ngokomhlathi wesixhenxe wesi sazisi ongzantsi.

Step 4: Isaziso sokugqibela
Lowo ufake isicelo uthi aziswe ngokugqitywa kwesicelo eso, kwanemali ekufuneka ihlawulwe kwaPetroleum Agency.

Step 5: Intlawulo nonikezelo lwe Miqulu
Emva kokuba intlawulo echazwe ku Step 4 ifunyenwe, (kulandelwe indlela emiselweyo eku **Step 1**), ulwazi olo luthi lunikezelwe kulowo ebefake isicelo.

Qaphela
Ifomu ekhethiweyo kufuneka igcwaliswe ngenkcukacha ezaneleyo ukwenzela ukuba iGosa loLwazi likwazi ukubona:

- Irekhodi okanye iirekhodi zezicelo;
- Isazisi salowo ufake isicelo;
- Yeyiphi ifomu yokufikelela efunekayo, ukuba isicelo siphumelele; kunye ne
- Dilesi yeposi okanye inombolo yefax yalowo ufake isicelo.

Lowo ufake isicelo kufuneka achaze ukuba ulwazi olo ulufunela ukusebenzisa okanye ukukhusela ilungelo, kwaye achaze ngokucacileyo ubume belungelo elo elizakusetyenziswa okanye elikhuselwayo. Ukwangeza, lowo ufake isicelo kufuneka achaze ngokucacileyo ukuba kutheni kufuneka irekhodi leyo ukuze kusetyenziswe okanye kukhuselwe ilungelo elo.

I Agency iyakuthi isinike ingqwalasela isicelo eso kwisithuba sentsuku ezingamashumi amathathu, ngaphandle kokuba lowo ufake isicelo ube nezicelo ezikhethekileyo, ezinokuthi zanelise iGosa loLwazi ngokuba imeko ezithile

zinyanzelisa ukuba eli xesha libekelweyo lingalandelwa. Ezi ntsuku zingamashumi amathathu zibekelwe iqumrhu ukuba lithathe isigqibo sokuba sisivume okanye sisikhabe isicelo eso, kuvumelekile ukuba zingandiswa ngezinye intsuku ezingamashumi amathathu.
Oku kungenziwa xa isicelo eso sifuna ulwazi oluninzi okanye sibangela ukuba kukhangelwe ulwazi kwenye I ofisi yequmrhu elo. I Agency iyakuthi yazise lowo ufake isicelo ngembhalelwano, xa kufuneka kwandiswe ixesha.

Ukuba isicelo senziwa ngumntu esenzela omnye, ugunyaziso lwalo usenzayo kufuneka lucaciswe.

Ukuba lowo wenze isicelo akakwazi ukufunda nokubhala, okanye ukhubazekile, angasenza isicelo serekhodi ngomlomo. IGosa loLwazi kufuneka ngoko ligcwalise ifomu egameni lalowo ufaka isicelo, ze limnike umfanekiso wesicelo eso.

7. INTLAWULO YOKUFUMANA IREKHODI EPETROLEUM AGENCY

Kukho intlobo ezimbini zentlawulo ezifunekayo ngokwemigaqo ye Act, ezizezi:

- Intlawulo yesicelo, ebayintlawulo efanayo, eyi R35.00 ngesicelo ngasinye; kunye ne
- Ntlawulo yokufikelela, ebalwa ngokunika ingqalelo indleko zokuveliswa kwakhona, ukukhangelwa, nexesha nendleko zokulungiswa kwalomqulu ucelwayo, kunye nendleko zeposi.

IGosa loLwazi kufuneka lazise lowo ufake isicelo (ngaphandle kofake isicelo sobuqu bakhe) ngokomyalelo, oyalela lowo ofake isicelo ukuba ahlawule indleko ezibekiweyo (ukuba zikhona) phambi kokuba isicelo eso siqwalaselwe.

IGosa loLwazi liyakuthi licele lowo ufake isicelo ukuba ahlawule ngaphambili inxalenye yemali yokufumana irekhodi leyo, mali leyo ebizakuhlawulwa xa isicelo siphunyeziwe. Oku kuyakwenziwa xa siscelo serekhodi nokulungiswa kwaso, kudibene nokusifaka kwifomu eceliweyo, sithatha ixesha elingaphezulu kwelo limiselweyo kumgaqo woko.

Igosa loLwazi liyakuthi linganikezeli ngencwadi-ngcaciso de lowo ufake isicelo abe uzihlawule indleko njengoko ziboniswa apha ngezantsi.

Lowo ufake isicelo sokufikelela kwincwadi-ngcaciso kufuneka ehlawule imali yokufikelela, yokuveliswa ukukhangelwa nokulungiswa, neyalo naliphina ixesha elithe ladlula kwelo limiselweyo, kuquka nokwenza amalungiselelo okwenza iincwadi-ngcaciso ezo zifumaneke kwifomu eceliweyo, xa isicelo sakhe sithe saphumelela.

Igosa loLwazi liyakuthi libuyiselele kulowo ufake isicelo intlawulo yangaphambili ebikhutshelwe isicelo sokufikelela, esithe sakhatywa.

7.1 IINTLAWULO NGOKWAMAQUMRHU KARHULUMENTE

Ukulungiselela uSection 22(2) we Act, oku kulandelayo kuyakuthi kwenzeke:

Imali yesicelo ehlawulwa nguye wonke umntu ofaka isicelo, ngaphandle kwalowo uzicelelayo, ekuchazwa yona kummiselo 7(a)(2) = **R35.00**.

Umfanekiso womqulu ngokucacisiweyo kummiselo 5(c) ngomfanekiso ngamnye ongange A4 okanye inxalenye yayo = **R0.60**

Iintlawulo zokuphinda ukuvelisa ekuthethwa ngazo kummiselo 7(1) zezi zilandelayo:

		R
(1)	Ngomfanekiso ngamnye ongangephepha leA4 okanye indawana kuyo	0.60
(2)	Ngomfanekiso ngamnye evelisiweyo engange phepha le A4 okanye indawana kuyo egcinwe kwi computer okanye nge electronic okanye ebhalwe ngendlela efundeka ngomatshini.	0.40
(3)	Nge copy efundeka nge computer	
	(i) stiffy disc	5.00
	(ii) compact disc	40.00
(4)	Ngomfanekiso ngamnye ongemiboniso ebukelwayo	60.00
(5)	Ngomfanekiso wencwadi-ngcaciso ezibukelwayo	17.00

Imali ehlawulelwa ukufikelela ngulowo ufake isicelo ekuthethwa ngayo kummiselo 7(3) yile ilandelayo:

1.	(a)	Ngomfanekiso ngamnye ongange phepha le A4 okanye indawana kuyo:	0.60
	(b)	Ngomfanekiso ngamnye ovelisiweyo ongange phepha le A4 okanye indawana kuyo egcinwe kwi computer okanye nge electronic okanye ebhalwe ngendlela efundeka ngomatshini.	0.40
	(c)	Ngomfanekiso ofundeka nge computer	
		(i) stiffy disc:	5.00
		(ii) compact disc:	40.00
	(d)	Ngomfanekiso ongemiboniso ebukelwayo:	60.00
	(e)	Ngomfanekiso ongencwadi-ngcaciso emanyelwayo:	17.00
	(f)	Ukukhangela nokulungiselela ukuchaza irekhodi, yi nge yure nganye nganye okanye inxalenye yoko, oko kungaquki i yure yokuqala emiselwe ukukhangela nokulungisa.	15.00

2. Oku kulandelayo kuthi kulandelwe ngenjongo zika section 22(2) we Act:
(a) Kufanele ukuba kugqithe i hour ezintandathu ngaphambi kokuba kufuneke intlawulo yangaphambili
(b) Intlawulo yokufikelela ihlawulwa nje ngentlawulo yangaphambili.

3. Indleko zeposi zithi zihlawulwe xa umfanekiso womqulu ocelwayo kufuneka uthunyelwe ngeposi kulowo ufake isicelo.

8. AMALUNGISELELO XA IZICELO ZOKUFUMANA ULWAZI ZITHE ZAKHATYWA

8. 1 Ukukhatywa kwesicelo

Amabakala apho iPetroleum Agency ithi yale okanye ikhabe isicelo sokunikezela ngolwazi ngokwe Act (Act 2 of 2000) ngala:

(1) Ukukhuselwa okugunyazisiweyo komntu wesithathu, okubandakanya ukuchazwa okungafanelekanga kwenkcukacha zalomntu;

(2) Ukukhuselwa okugunyazisiweyo kwenkcukacha zobume bentengo nemali bomntu wesithathu ukuba irekhodi inoku kulandelayo:
- Imfihlelo zorhwebo zalomntu;
- Inkcukacha zezimali, zobume bentengo, nezenzululwazi ezinokubangela umonakalo kwezezimali nakubume bentengo balomntu
- Inkcukacha ezithe zachazwa phantsi kokuthembana kwalomntu ne Petroleum Agency, xa ukuchazwa kwazo kunokubeka lomntu kwimo engentle kwingxoxo okanye ukhuphiswano kubumo bentengo.

(3) Ukhuseleko olugunyazisiweyo lwenkcukacha ezifihlakeleyo zabantu ukuba zikhuselwa yimiqathango yesivumelwano;

(4) Ukhuseleko olugunyazisiweyo lokukhuseleka kwabantu nokukhuselwa kwempahla (property) zabo;

(5) Ukhuseleko olugunyazisiweyo lwerekhodi, ezingabonwa njengezabucala ezibalulekileyo kwinkqubo zomthetho;

(6) Ubume bezimali nentengo be Agency, obunokubandakanya:
- Imfihlelo zorhwebo zePetroleum Agency;
- Inkcukacha zezimali, zobume bentengo, nezenzululwazi ezinokubangela umonakalo kwezezimali nakubume bentengo be Petroleum Agency;

- Inkcukacha ekunokuthi ukuchazwa kwazo kubeke iPetroleum Agency esichengeni kwingxoxo okanye ukhuphiswano ngokobume bentengo;
- Inkqubo yecomputer yePetroleum Agency, ekhuselwe ngamalungelo okuyishicilela;

(7) Xa ukuchazwa kwenkcukacha zophando zequmrhu okanye umntu wesithathu kungabangela ukuvezwa kwequmrhu elo, umphandi lowo angabeka uphando esichengeni.

Xa izicelo zizezobuvuvu nokukhupha nokulibazisa inkampani emsebenzini wayo ngendlela engatshongo-khona, ezi zicelo kulilungelo lenkampani ukuzikhaba.

8.2 Isibheno

(1) Ofaka isicelo angangenisa isibheno sangaphakathi malunga nesigqibo seGosa Lezolwazi lequmrhu likawonke wonke:
(a) Sokwala isicelo sokufumana umqulu wolwazi
(b) Esithatyathwe ngokwemigaqo kaSection 22, 26(1) okanye 29(3), ngokungqamene nomceli, asibhekise kumntu onamagunya okwenza oko.

(2) Umntu onamagunya nokwasePetroleum Agency ngusihlalo weQumrhu labaLawuli yalenkampani ekwidilesi ebhalwe kumqolo wesine ongentla.

(3) Isibheno sangaphakathi esiya kuSihlalo:
(a) Kufuneka sibhalwe kwiform eyenzelwe oko zingaphelanga intsuku ezingamashumi amathandathu, njengoko kuchaziwe ku section 74 to 77 we Act;
(b) Kufuneka umyalelo kumntu wesithathu wenziwe zingaphelanga intsuku ezingamashumi amathathu emva kokuba umyalelo unikezelwe kulowo ufake isibheno;
(c) Kufuneka isigqibo esithatyathiweyo sisiwe okanye sithunyelwe kwiGosa loLwazi lequmrhu likawonke-wonke elibandakanyekayo, kwidilesi, inombolo yefax nedilesi ye email**.**
(d) Kufuneka sichaze isihloko sesibheno nezizathu zesibheno eso. Oku kungachaza naluphina olunye ulwazi olufanelekileyo olwaziwayo ngulowo ufake isibheno.
(e) Kufuneka lowo ufake isibheno, ukuba kukho indlela eyenye, ngaphandle kwempendulo ebhaliweyo, afuna ukwaziswa ngayo ngesigqibo sesibheno eso, ayichaze, anike nenkcukacha zoko.
(f) Kufuneka apho kufanelekileyo, esisicelo sikhatshwe yimali emiselweyo, sichaze idilesi yeposi okanye inombolo ye fax.

(4) Ukuba isibheno sifakwe seligqithile ixesha elimiselweyo, lowo unamagunya angabonisa ubuntu ngokusivumela isibheno eso.

(5) Ukuba lowo unamagunya akakuvumeli ukufakwa kwesibheno emva kwexesha, kufuneka anike umyalelo wesigqibo eso kulowo ufake isibheno.

(6) Lowo ufake isicelo sokubhena ngenxa yokwalelwa kwakhe ukufumana ulwazi kufuneka ahlawule imali emiselwe oko.

(7) Isigqibo ngesibheno singalityaziswa de imali leyo emiselweyo ibe ihlawulwe.

(8) Kufuneka iGosa lezoLwazi lombutho likawonke-wonke, zingaphelanga intsuku ezilishumi, ngokukhawuleza emva kwesibheno, linike lowo usemagunyeni:

- Isibheno, kunye nezizathu zesigqibo sakhe malunga noko;
- Igama, idilesi yeposi, inombolo yomnxeba neyefax, nedilesi ye email, nayiphina enye efumanekayo yomntu wesithathu, ukuba isibheno eso singokwaliwa kwesicelo okanye ukunikwa imvume yokufumana ulwazi.

FORM A

PETROLEUM AGENCY SA

ISICELO SOKUFIKELELA KWIMIQULU YOLWAZI ("IIREKHODI") EQULATHWE YI PETROLEUMAGENCY SA

(ngokwemigaqo kaSection 18 (1) ye Promotion of Access to Information Act, 2000
(Act No 2 of 2000))
[Regulation 6]

OKUBALULEKILEYO : Esi sicelo siyakuthi siqwalaselwe **kuphela** xa imali yesicelo eyi R35,00 ihlawuliwe.

FOR COMPANY USE

Inombolo ye File : ……..… Imali yesicelo (xa iyimfuneko) : R……

Isicelo samkelwe ngu : ……..……Deposit (ukuba ikho) : R……
(Igama nefani ezipheleleyo)
Imali yokufikelela : R ……

……..…… ……......
(Chaza umhla) (Chaza indawo)

……
ISIGNATURE KA ……

Inkcukacha zeGosa loLwazi (mazi chazwe ukuba ziyaziwa ngulowo ufaka isicelo):

B. Inkcukacha zomntu ocela ukufikelela kwirekhodi

(a)	Inkcukacha zomntu ocela ukufikelela kwirekhodi mazichazwe ngezantsi.
(b)	Idilesi okanye/ nenombolo yefax kwiRepublic apho ulwazi luzakuthunyelwa khona, mazichazwe.
(c)	Ubungqina benqanaba esenzelwa kulo isicelo, mabudityaniswe kule fomu.

Igama nefani elizeleyo : …….

Inombolo yesazisi : ……

Idilesi yeposi : …….

…….

Inombolo yefax : …….

Inimbolo yephone/ cellphone ; …….

Idilesi ye E-mail : …….

Igunya esenzelwa phantsi kwalo esi sicelo,
xa sisenziwa egameni lomnye umntu: ……

C. Inkcukacha zalomntu isicelo esenziwa egameni lakhe :

Eli bakala maliphendulwe **KUPHELA** xa isicelo sisenziwa egameni lomnye umntu

Igama nefani epheleleyo : ……..

Inombolo yesazisi : ……

D. Inkcukacha zerekhodi :

(a) Nika inkcukacha ezipheleleyo zerekhodi ezo ucela ukufikelelela kuzo, kunye ne reference number, ukuba uyayazi, ukwenzela ukuba irekhodi ibenokufunyanwa.
(b) Ukuba isithuba osinikiweyo asanelanga, qhubekeka kwiphepha elisecaleni, ulidibanise kule fomu.

Lowo ufaka isicelo kufuneka asayine onke amaphepha ongezelelweyo.

1. Chaza irekhodi okanye indawo ezithile kuyo: ……..

2. Inkcukacha ezizezinye zerekhodi : ……..

3. Inombolo yeFile, ukuba iyaziwa : ……..

E. Imali

(a) Isicelo sokufikelela kwirekhodi, ngaphandle kwerekhodi equlathe inkcukacha zakho ubuqu, siyakuthi siqwalaselwe emva kokuba imali yesicelo eyi R**35.00** (ayibuyiswa) ithe yahlawulwa.
(b) Imali ehlawulelwa ukufikelela kwirekhodi ixhomekeke kuhlobo ekufunwa ukufikelelwa ngalo nexesha elifanelekileyo elifunekayo lokukhangela nokulungisa irekhodi.
(c) Ukuba unelungelo lokuguzulelwa intlawulo yemali, nceda uchaze isizathu selungelo elo.
(d) Imali ingahlawulwa izinkozo okanye ngecheque. Intlawulo ngomatshini iyakwamkelwa **kuphela** xa kuthwe kwenziwa **amalungiselelo angaphambili** namagosa ezezimali okanye nabagcini-zincwadi zoLwazi.

Isizathu sokwaphulelwa
Ekuhlawuleni imali : ……..

F. Uhlobo lokufikelela kwirekhodi

Ukuba ukukhubazeka ngokufunda, ukubona okanye ukuva, kuyakuthintela ekufikeleleni kwirekhodi ngokohlobo ekuchazwe ngalo ku 1 ukuya ku 4 ngezantsi, chaza ukukhubazeka oko, kwanohlobo ongathanda ukuba irekhodi ibe ngalo.

Ukukhubazeka : ……

Uhlobo irekhodi emayibe ngalo : ……

Phawula ibhokisi efanelekileyo ngo X :

Notes :

(a) Ukuthobela imimiselo yesicelo sakho sokufikelela ngokohlobo ekuchazwe ngalo kuyakuxhomekeka kuhlobo irekhodi efumaneka ngalo.
(b) Ukufikelela ngokohlobo oluceliweyo kungaliwa phantsi kwemeko ezithile. Xa kuthe kwanjalo uyakwaziswa ukuba ungafikelela ngolunye uhlobo kusini na.
(c) Imali ehlawulelwa ukufikelela kwirekhodi, ukuba ikho, iyakuthi ixhomekeke kuhlobo ukufikelela ekucelwe ngalo.

1. Ukuba irekhodi ingohlobo olubhaliweyo okanye olushicilelweyo:
(oku kuquka ifoto, slides, imifanekiso eshicilelweyo, imiboniso eveliswe ngecomputer, sketches, njalo-njalo.)

Ikopi ye rekhodi*		Ukukhangelisiswa kwerekhodi	

2. Ukuba irekhodi inemiboniso :
(oku kuquka ifoto, slides, imifanekiso eshicilelweyo, imiboniso nemizobo eveliswe ngecomputer, sketches, njalo-njalo.)

Jonga imiboniso		Ikopi yemiboniso*		Ukhuphelo negcaciso yemiboniso ngamagama abhaliweyo*	

3. Ukuba irekhodi inamazwi ashicilelweyo or okanye ulwazi olunokuveliswa ngesandi :

Phula-phula isandi (ikhasethi emanyelwayo)		Ukukhangelisiswa kwerekhodi	

4. Ukuba irekhodi igcinwe kwikomputha or okanye ngohlobo olufundeka ngomatshini

Ikopi evelisiweyo yerekhodi*		Ikopi evelisiweyo yolwazi oluthathwe kwirekhodi*		Ikopi efundeka ngecomputer* (stiffy or compact disc)	

*Ukuba ubucele ikopi okanye irekhodi eshicilelweyo (ngentla), ingaba unqwenela ukuba ikopi okanye ushicilelo olo uluthunyelwe ngeposi kusinina? *Iposi iyahlawulelwa*.	**Ewe**	**Hayi**

Ingaba ungathanda irekhodi ibe ngoluphi ulwimi ? ……

(Qaphela ukuba xa irekhodi ingafumaneki ngolwimi olufunayo, ungavunyelwa ukuba uyifumane irekhodi ngolwimi efumaneka ngalo.)

G. Umyalelo wesigqibo esimalunga nesicelo sokufikelela

Uyakuthi waziswe ngembalelwano ukuba isicelo sakho sivunyiwe okanye sikhatyiwe kusinini na. Ukuba unqwenela ukwaziswa ngenye indlela, nceda uchaze indlela leyo, unike nenkcukacha ezifaneleyo ukwenzela ukuba isicelo sakho sithotyelwe.

Ungathanda ukwaziswa njani ngesigqibo esimalunga nesicelo sokufikelela kwirekhodi?

……..

……..

……..

Isayinwe e ……ngalomhla we…….. wenyanga ……ku 200...

_____

ISANDLA/SIGNATURE YOMCELI okanye ESOMNTU ESENZELWA YENA ISICELO
(Khetha efanelekileyo enye uyikrwele)

FORM B

PETROLEUM AGENCY SA

UMYALELO WESIBHENO SANGAPHAKATHI

(In terms of section 75 of the Promotion of Access to Information Act, 2000 (Act No 3 of 2000))
[Regulation 8]

Chaza i Reference number yomqulu/yeFile :

A. Inkcukacha zeGosa loLwazi / Isekela leGosa loLwazi (mazichazwe ukuba ziyaziwa ngulowo ufaka isicelo):

……..

……..

……..

B. Inkcukacha zalowo ufaka isicelo/umntu wesithathu ofaka isibheno sangaphakathi

(a)	Inkcukacha zomntu ofaka isibheno sangaphakathi mazibhalwe ngezantsi.
(b)	Ubingqina begunya esifakwa phantsi kwalo isibheno. Ukuba bukhona, mabudityaniswe.
(c)	Ukuba lowo ufaka isibheno ngumntu wesithathu, ingenguye lowo ebefake isicelo, makanike inkcukacha zakhe ngezantsi ku C.

Igama nefani elizeleyo : ……

Inombolo yesazisi : ……

Idilesi yeposi : ……

……

Inombolo yefax : ……

Ifowuni/Inombolo yecellphone : ……

Idilesi ye e-mail : ……

Igunya esenzelwa kulo isicelo,
xa sisenziwa egameni lomnye umntu: …….

C. Inkcukacha zalowo wenza isicelo :

Elibakala malizaliswe **KUPHELA** ukuba ngumntu wesithathu (ingenguye lowo ebefake isicelo) ofaka isibheno sangaphakathi.

Igama nefani elizeleyo : ……

Inimbolo yesazisi : ……

D. Isigqibo esikhalazelwa sesi sibheno sangaphakathi:

Bonisa isigqibo ekufakwa isibheno sangaphakathi ngaso ngokubeka u **X** kwibhokisi efanelekileyo	
Ukwaliwa kwesicelo sokufikelela kwimiqulu ebicelwa	
Isigqibo esimalunga nemali emiselweyo ngokwemigaqo ka section 22 womthetho wezi zicelo (Act 2 of 2000)	
Isigqibo esimalunga nokwandiswa kwexesha elimiselweyo lokuqwalaselwa kwesicelo ngokwemigaqo kasection 26 (1) we Act	
Isigqibo ngokwemigaqo ka section 29(3) womthetho, sokwala ukufikelela ngokohlobo olucelwe ngulowo ufake isicelo	
Isigqibo sokuvunya kwesicelo	

E. Intsuka-phi yesi sibheno

Ukuba isithuba osinikiweyo asanelanga, qhubekeka kwiphepha elisecaleni, ulidibanise kule fomu. **Kufuneka usayine onke amaphepha owongezeleleyo** .

Chaza ukuba isibheno sangaphakathi sisekelezelwe entweni na :

……..

……..

……..

……..

Chaza naluphina olunye ulwazi omaluthathelwe ingqalelo ekuphononongweni kwesi sibheno:

……..

……..

……..

……..

F. Umyalelo wesigqibo ngesibheno

Uyakuthi waziswe ngembhalelwano malunga nesigqibo ngesibheno sangaphakathi. Ukuba unqwenela ukwaziswa ngolunye uhlobo, nceda uchaze uhlobo olo, uze unike nenkcukacha ezifanelekileyo ukuphumeza isicelo sakho.

Chaza uhlobo :

……..

……..

……..

Inkcukacha zohlobo olo :

……..

……..

……..

Isayinwe e ……ngalomhla we…… wenyanga ……

kunyaka u200…

_____

ISANDLA (SIGNATURE) SOFAKE ISIBHENO

FOR OFFICE USE

IREKHODI ESEMTHETHWENI
YESIBHENO SANGAPHAKATHI

Isibheno sifunyenwe ngomhla …… ngu (chaza ibakala, igama nefani leGosa loLwazi) …….

……

Isibheno sikhatshwa zizizathu zesigqibo seGosa loLwazi, kwaye apho kufanelekileyo, inkcukacha zomntu wesithathu irekhodi ezichaza yena zinikezelwe liGosa loLwazi ngalo mhla: …… kulowo unamagunya okuva izibheno.

ISIPHUMO SESI SIBHENO :

Isigqibo seGosa loLwazi siqinisekisiwe/ Isigqibo esitsha esithatyathiweyo.

ISIGQIBO ESITHATYATHIWEYO :

…….

..……

..……

..……

..……

……. ……..

Umhla Lowo unegunya lokuva izibheno

Umhla esifike ngawo isigqibo salowo unamagunya okuva izibheno kwiGosa loLwazi:

…….