



DERIVCO

I-PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

IMANIWALI YENGXENYE 51

**(OKUHLANGANISA I-PROTECTION OF PERSONAL
INFORMATION ACT, 2013)**

YE-

DERIVCO (PTY) LTD

**INOMBOLO YOKUBHALISA:
1994/010362/07**

**INOMBOLO YE-VAT:
4580171686**

IMANIWALI YE-DERIVCO (PTY) LTD

YOKUTHOLA IMINININGWANE

INKAMPANI EZIMELE

A. IZIMFUNeko NGOKWEMIGOMO YENGXENYE 51 YE-PAIA

1. ISETHULO SE-PROMOTION OF ACCESS TO INFORMATION ACT KANYE NE-PROTECTION OF PERSONAL INFORMATION ACT

Ngomhla ka-9 Mashi 2001, i-Promotion of Access to Information Act (“PAIA”) yaqala ukusebenza. I-PAIA ifuna ukuthuthukisa isiko lokungafihli lutho nokulandisa ezindikimbeni zomphakathi nezangasese. Lo mthetho wamiswa njengempendulo eqondile yeNgxenywe 32(2) yoMthetho-sisekelo waseNingizimu Afrika, obusa ilungelo lokuthola imininingwane, edinga ukuba uHulumeni usebenzise imithetho ngomzamo wokwenza imininingwane ephathelene nezindikimba zomphakathi nezangasese zitholakalele wonke umuntu.

Ngokwemigomo ye-PAIA, i-**DERIVCO (PTY) LTD** ibhekwa “njengenkampani ezimele” yingakho kumelwe ihambisane nezimfuneko ezivamile zokutholakala ezinikezwa ku-PAIA ezihlobene nezinkampani ezimele. Enye yezimfuneko eziyinhloko ezichazwe ku-PAIA, ukuhlanganiswa kwemanyuwali enikeza imininingwane yezinhlobo nezigaba zamarekhodi aphethwe inkampani ezimele nomphakathi.

I-PAIA yenza ilungelo lomthetho-sisekelo lokuthola noma imiphi imininingwane ephethwe uMbuso lisebenze nanoma imiphi imininingwane ephethwe omunye umuntu futhi edingekayo ukuze kusetshenziswe noma kuvikelwe noma imaphi amalungelo. Lapho kwenziwa khona isicelo ngokwemigomo ye-PAIA, indikimba okwenziwa kuyo isicelo inesibopho sokukhipha imininingwane, ngaphandle kwalapho i-PAIA isho khona ukuthi imininingwane ingakhululwa noma akumelwe ikhululwe.

Le Maniwali ihlanganiswa ngokuvumelana nengxenywe 51 ye-PAIA njengoba ichibiyelwa yi-Protection of Personal Information Act, 2013 (“POPIA”), eyenza kusebenze ilungelo loMthetho-sisekelo lawo wonke umuntu lephrayivesi. I-POPIA ikhuthaza ukuvikelwa kwemininingwane yomuntu esetshenzwa izindikimba zomphakathi nezangasese, okuhlanganisa izimo ezithile ukuze kusungulwe izimfuneko ezimbalwa zokusetshenzwa kwemininingwane yomuntu. I-POPIA ichibiyela amalungiselelo athile e-PAIA, okubhalansa isidingo sokuthola imininingwane nesidingo sokuqinisekisa ukuvikeleka kwemininingwane yomuntu ngokusiza ukuba kumiswe i-Information Regulator ukuze kusetshenziswe amandla athile futhi kwenziwe imisebenzi nezindima ezithile ngokwemigomo ye-POPIA ne-PAIA, okulungiselela ukukhishwa kwemithetho yokuziphatha nokulungiselelwa amalungelo abantu ngokuqondene nokuxhumana ngokwekhompuyutha kokuzithandela nokwenza isinqumo ngokuzenzakalelayo ukuze kulawulwe ukusebenza kwemininingwane yomuntu futhi kulungiselelwe izindaba ezihlobene nako.

Le manyuwali ye-PAIA ihlanganisa nemininingwane yokuthunyelwa kwezikhalazo ekusetshenzweni kwemininingwane nezicelo zomuntu ukuze kucishwe noma kushabalaliswe imininingwane noma amarekhodi omuntu ngokwemigomo ye-POPIA.

2. ISETHULO SE-DERIVCO (PTY) LTD

I-DERIVCO (PTY) LTD (“DERIVCO”) iyinkampane ezimele ebhaliswe eNingizimu

Afrika. I-Director ye-DERIVCO (PTY) LTD nguMnu. Quraish Behari.

3. IMINININGWANE YOKUXHUMANA

Igama lomzimba : DERIVCO (PTY) LTD

I-Information Officer Eqokiwe : Quraish Behari

Ikheli: 77 Armstrong Ave, La Lucia, Durban North, 4051



Ikheli Leposi : 77 Armstrong Ave, La Lucia, Durban North, 4051

Inombolo Yocingo : (+27) 31 580 1000

Inombolo Yefeksi : n/a

Ikheli Le-imeyili : InformationOfficer@derivco.co.za

Iwebusayithi : <https://derivco.co.za/>

4. ULWAZI KANYE NOLWAZI LIKASEKELA OSEHHOVISI

I-PAIA ne-POPIA idinga kuqokwe i-Information Officer ngokuqondene nendikimba engasese esisho inhloko yenkampani ezimele njengoba kuchazwe engxenyeni 1 ye-PAIA.

Ingxenywe 56 ye-POPIA inikeza ilungiselelo lokuba i-Information Officer eqokiwe idlulise izindima ezihlobene kanye nemithwalo kumuntu ofanelekayo ogunyaziwe. Zonke izicelo eziya ku-DERIVCO (PTY) LTD zeminingwane ngokwemigomo yeSiphakamiso kumelwe ithunyelwe ku-Deputy Information Officer.

Imininingwane yokuxhumana ye-Deputy Information Officer

I-Deputy Information Officer : Shane Moodley

Ikheli : 77 Armstrong Ave, La Lucia, Durban North, 4051

Ikheli Leposi : 77 Armstrong Ave, La Lucia, Durban North, 4051

Inombolo Yocingo : (+27) 31 580 1000

I-imeyili : InformationOfficer@derivco.co.za

5. IZIQONDISO ZEMITHETHO YOLWAZI

Iziqondiso ezisemthethweni zihlanganisiwe eziqukethe imininingwane yokusiza umuntu ofisa ukusebenzisa ilungelo lokuthola imininingwane ngokwemigomo ye-PAIA ne-POPIA. Lezi ziqondiso zenziwa zitholakale yi-Information Regulator (emiswa ngokwemigomo ye-POPIA). Amakhophi eZiqondiso ezilungisiwe ayatholakala ku-Information Regulator ngendlela echaziwe. Noma imiphi imibuzo eqondene neZiqondiso kufanele iyiswe la:

Ikheli Leposi:	JD House 27 Stiemens Street Braamfontein, Johannesburg, 2001
Ikheli Le-imeyili:	infoereg@justice.gov.za
Iwebhusayithi:	https://www.justice.gov.za/infoereg/

6. INDAWO OKUFIKELA KUYO IZICELO

I-PAIA ivumela ukuba umuntu akwazi ukwenza isicelo semininingwane kuphela uma imininingwane idingeka ukusebenzisa noma ukuvikelwa kwelungelo elisebenzayo.

Ngakho imininingwane ngeke inikezwe ngaphandle uma umuntu enikeza izimfuneko ezanele zokuvumela i-DERIVCO (PTY) LTD ithole ilungelo lowo ocelayo alifunayo ukuze avikele kanye nencazelo yokuthi kungani imininingwane eceliwe idingeka ukuze kusetshenziswe noma kuvikelwe lelo lungelo. Ukusebenzisa komuntu amalungelo kuhambisana nemingcele ebekiwe, okuhlanganisa ukuvikelwa kobumfihlo obunengqondo,



ngenxa yobumfihlo bezohwebo kanye nokulawulwa okusebenzayo, okuphumelelayo nokuhle. I-PAIA nenqubo yesicelo equkethwe kule Maniwali akufanele kusetshenziselwe ukuthola irekhodi lezinqubo zobugebengu noma ezenhlalo, futhi akufanele kucelwe imininingwane ngemva kokuqaliswa kwezinqubo ezinjalo.

I-Deputy Information Officer inikezwe umsebenzi wokwamukela nokuxhumanisa zonke izingcingane zokuthola amarekhodi ngokwemigomo ye-PAIA, ukuze kuqinisekiswa ukuhambisana okufanele ne-PAIA ne-POPIA.

I-Deputy Information Officer izosingatha ukuxhumana nethimba lezomthetho lezangaphakathi kuzo zonke lezi zicelo.

Zonke izingcingane ngokwemigomo ye-PAIA nale Maniwali kumelwe ziqondiswe ku-Deputy Information Officer kusetshenziswa imininingwane engenhlala.

7. IMINININGWANE ETHOLAKALA NGOKUZENZAKALELAYO

Imininingwane etholakala ngewebusayithi ye-DERIVCO (PTY) LTD emayelana ne-DERIVCO (PTY) LTD itholakala ngokuzenzakalelayo futhi akudingeki icelwe ngokukhethekile ngokwemigomo yale Maniwali.

Izigaba ezilandelayo zamarekhodi zitholakalela ngokuzenzakalelayo uphenyo, ukuthengwa noma ukwenziwa kwamakhophi:

- izincwajana
- amaphephandaba
- izincwadi; kanye
- nezinye izinto ezihlukahlukene zokumaketha nokukhankasa.

8. IMINININGWANE IYATHOLAKALA NGOKWEMIGOMO YE-POPIA

Izigaba zeminingwane yomuntu ziqongelelwa yi-DERIVCO (PTY) LTD.

I-DERIVCO (PTY) LTD ingase iqongelele imininingwane ehlobene nomuntu ongatholakala, ophilayo, ongumuntu wemvelo, futhi uma kunesidingo, umuntu ongatholakala, oqashelwayo ngokomthetho, okuhlenganisa, kodwa okungapheleli -

- emininingwaneni ehlobene nobulili, ukukhulelwa, ukushada, ubuzwe, uhlanga noma isimo sezenhlalo, umbala, ubulili obukhethayo, iminyaka, impilo engokomzimba noma engokwengqondo, inhlalakahle, ukukhubazeka, inkolo, unembeza, inkolelo, isiko, ulimi nokuzalwa komuntu.
- imininingwane ehlobene nemfundo noma ezokwelashwa, ezezimali, umlando wobugebengu noma wokusebenza womuntu.
- inombolo egagulayo, uphawu, ikheli le-imeyili, ikheli lendlu, inombolo yocingo, imininingwane yendawo, umazisi we-inthanethi noma esinye isabelo somuntu.
- uvo lomuntu, imibono noma lokho umuntu akuncamelayo.
- imiyalezo ethunyelwa umuntu ozimele noma oyimfihlo ngendlela efihlekile noma esobala noma eminye imiyalezo ezokwambula okuqokethwe imiyalezo yokuqala.
- uvo noma imibono yomunye umuntu mayelana nomuntu; kanye
- igama lomuntu uma livela neminye imininingwane yomuntu ehlobene nalowo muntu noma uma ukudalulwa kwagama ngokwalo kuzokwembula imininingwane yomuntu.
- izinkolelo zenkolo noma zefilosofi, ubuzwe noma uhlanga, ubulungu benyunyana yezohwebo, ithonya lezepolitiki, ezempilo noma ukuphila kocansi noma imininingwane yebhayomethrikhi yomnikazi wedatha; noma
- isenzo sobugebengu somnikazi wedatha kuze kube sezingeni lokuthi imininingwane enjalo ihlobana nekhomishane ecatsangelwayo yomnikazi wedatha wokwepulwa komthetho; noma iziphi izinqubo ezinqondene nanoma iliphi icala okuthiwa lenziwe ngumnikazi wedatha noma ukulahlwa kwezinqubo ezinjalo.



Injongo yokusetshenziswa kwemininingwane yomuntu

Ngokwemigomo ye-POPIA, imininingwane yomuntu kumelwe isetshenzwe ngenjongo ethile. Injongo yokusetshenziswa kwedatha yi-DERIVCO (PTY) LTD izoxhomeka ohlotsheni lwedatha nomnikazi wedatha. Le njongo yambulwe ngendlela evamile, ngokusobala noma ngokuyimfihlo, ngesikhathi okuqongelelwe ngaso idatha. Sicela ubheke [Inqubomgomo Yobumfihlo](#) ye-DERIVCO (PTY) LTD ukuze uthole imininingwane eyengeziwe.

Ngokuvamile, imininingwane yomuntu isetshenzelwa izinjongo zokusebenzelana namakhasimende, izikhalazo, izinjongo zokuthenga, ukuphathwa kwamarekhodi, ukuvikeleka, nezindaba zomsebenzi nezihlobene nawo.

Incazelo yezigaba zabanikazi bedatha neyemininingwane yezigaba zeminingwane ehlobene nayo I-DERIVCO (PTY) LTD iphethe imininingwane namarekhodi ezigaba ezilandelayo zabanikazi bedatha:

- Izisebenzi / Izisebenzi ze-DERIVCO (PTY) LTD.
- Ababhalisela Umsebenzi / Amakhendidethi afuna ukuthola umsebenzi e-DERIVCO (PTY) LTD.
- Noma iyiphi inkampane yangaphandle eqhuba ibhizinisi ne-DERIVCO (PTY) LTD.
- Osonkontileka be-DERIVCO (PTY) LTD.
- Abahlinzeki bempahla be-DERIVCO (PTY) LTD.

(Lolu hlu lwezigaba zabanikazi bedatha alubonisi wonke umuntu.)

Abamukelayo noma izigaba zabamukelayo imininingwane yomuntu engase ithunyelwe kubo Kuye ngohlobo lwemininingwane yomuntu, i-DERIVCO (PTY) LTD ingase ithumele imininingwane noma amarekhodi kulezi zigaba ezilandelayo zabamukelayo:

- Izindikimba zabaqondisi bomthetho, abalawuli noma amakhomishane asenkantolo enza isicelo semininingwane yomuntu.
- Noma iyiphi inkantolo, iforamu elawulayo noma yenkantolo, umlamuleli, ikhomishane yomthetho, noma isisebenzi sikahulumeni esenza isicelo semininingwane yomuntu noma ukutholakala ngokwemigomo yemithetho esebenzayo.
- I-South African Revenue Services, noma elinye igunya elifanayo.
- Noma ubani owenza isicelo esiphumelelayo sokuthola imvume ngokwemigomo ye-PAIA noma i-POPIA; futhi
- Ngokuvumelana namalungiselelo e-POPIA nezinye izishayamthetho ezisebenzayo, i-DERIVCO (PTY) LTD ingase ithumele imininingwane emayelana nokwethembeka kweklayenti nanoma ibaphi abahloli bezikweletu noma inkampane yabahlinzeki bezikweletu noma enye inhlango yemboni okusebenza kuyo i-DERIVCO (PTY) LTD.

Ukuthunyelwa kwelinye izwe okuhleliwe kwemininingwane yomuntu

Uma umnikazi wedatha evakashela iwebusayithi ye-DERIVCO (PTY) LTD ekwelinye izwe ngaphandle kweNingizimu Afrika, ukuxhumana kuzophumela ekuthunyelweni kwemininingwane ngaphesheya kwemingcele yamazwe.

I-DERIVCO (PTY) LTD kungase kudingeke ithumele imininingwane yomuntu kubahlinzeki besevisi emazweni angaphandle kweNingizimu Afrika, futhi uma kunjalo izohambisana ngokuphelele nedatha esebenzayo yesishayamthetho sokuvikeleka.

La mazwe angase angabi nemithetho yokuvikeleka kwedatha efana neyaseNingizimu Afrika

Incazelo yezinyathelo zokuvikeleka kwemininingwane ezosetshenziswa yi-DERIVCO (PTY) LTD

DERIVCO (PTY) LTD ithatha izinyathelo ezinzulu zokuvikeleka kwemininingwane ukuze kuqinisekise ubumfihlo, ukwethembeka nokutholakala kwemininingwane yomuntu esinayo. I-DERIVCO (PTY) LTD ithatha izinyathelo ezifanele zobuchwepheshe nezenhlango eziklanyelwe ukuqinisekisa ukuthi idatha yomuntu ihlala iyimfihlo futhi ivikelekile ngokumelene nokusetshenzwa okungagunyaziwe noma okungemthetho nangokumelene nokulahleka ngengozi, ukulinyazwa noma ukoniwa.



9. AMAREKHODI ATHOLAKALAYO NGOKWEMIGOMO YESINYE ISISHAYAMTHETHO

INkampane inamarekhodi atholakalayo ngokuqondene nemithetho ehlukehlukehene, okuhlunganisa:

- I-Basic Conditions of Employment Act, 75 of 1997
- I-Companies Act 71 of 2008
- I-Compensation of Occupational Injuries and Diseases Act, 130 of 1993
- I-Employment Equity Act, 55 of 1998
- I-Income Tax Act, 58 of 1962
- I-Labor Relations Act, 66 of 1995
- I-Medical Schemes Act, 131 of 1998
- I-Occupational Health and Safety Act, 1993
- I-Pension Funds Act, 24 of 1956
- I-Skills Development Act, 97 of 1998
- I-Skills Development Levies Act, 9 of 1999
- I-Trademarks Act, 194 of 1993
- I-Unemployment Contributions Act, 4 of 2002
- I-Unemployment Insurance Act, 63 of 2001
- I-Value Added Tax Act, 89 of 1991
- I-Broad-Based Black Economic Empowerment Act 53 of 2003
- I-Promotion of Access to Information Act 2 of 2000
- I-Protection of Personal Information Act 4 of 2013

10. UKHIYE WESIGABA SEMININGWANE YENKAMPANE

INOMBOLO YESIGABA	UMTHETHO WEMVUME	INCAZELO YESIGABA
1	Ingase Yambulwe	<ul style="list-style-type: none"> • Idokhumenti Yemvume Yomphakathi
2	Ingase Ingembulwa	<ul style="list-style-type: none"> • Kungaphansi kwelungelo lokushicilela • Isicelo sigunyaziwe ngemva kokuqaliswa kwenqubo yobugebengu noma ezenhlalo • Ukwambulwa ngokungenangqondo kweminingwane yomuntu mayelana Nomuntu wemvelo noma Umuntu wezomthetho • Kungase kulinyazwe izifiso zokuhweba noma zezimali zenkampane yangaphandle



		<ul style="list-style-type: none"> • Kungase kulinyazwe inkampane noma inkampane yangaphandle kunkontileka noma kwezinye izivumelwano • Kungase kwephule ukugcinwa kuyimfihlo okuyisibopho okukweletwa inkampane yangaphandle ngokwemigomo Yesivumelwano • Kungase kubeke engozini ukuphepha kwabantu noma ukuvikeleka kwesakhiwo • Idokhumenti yezomthetho • Imininingwane yezohwebo Yenkampani Ezimele • Kungase kwenze ucwaningo luche nemininingwane yentuthuko yeNkampane noma inkampane yangaphandle
3	Ukudalulwa Okunomngcele	<ul style="list-style-type: none"> • Imininingwane Yomuntu engeyalowo ocela leyo mininingwane
4	Ingase Ingenqatshwa	<ul style="list-style-type: none"> • Ukudalulwa ngenxa yomphakathi

11. AMAREKHODI ANGASE ACELWE

Izigaba ezilandelayo zamarekhodi zingacelwa ku-DERIVCO:

ISIHLOKO	INCAZELO	INOMBOLO YESIGABA
Amarekhodi ezimali	<ul style="list-style-type: none"> • Izincwadi zezimali ezihlanganisa ama-journals nama-ledgers • Amanothi okuthumela, ama-oda, ama-invoyisi, amarisidi ezitatimende, amavawusha nezindleko zokuhweba 	2
Amarekhodi Ezimali	<ul style="list-style-type: none"> • Imininingwane yasebhange • Amarekhodi e-akhawunti yasebhange 	2
Unobhala Wenkampane	<ul style="list-style-type: none"> • Ama-articles of association enkampane • Amarejista • Amaminithi emihlangano • Ama-statutory returns 	2
Ama-Statutory Employee Records	<ul style="list-style-type: none"> • Amagama nemisebenzi yezisebenzi • Isikhathi esisetshenzwe isisebenzi ngasinye • Inkokhelo yesisebenzi ngasinye • Usuku lokuzalwa lwesisebenzi ngasinye • Umbhalo weholo • Umbhalo we-leave • Izincwadi zokumiswa 	3
Amarekhodi Ezisebenzi	<ul style="list-style-type: none"> • Imininingwane yomuntu • Izinkontileka zomsebenzi • Ifayela lezisebenzi • Izimo zomsebenzi • Amarekhodi eholo / I-UIF nama-Tax returns • Imininingwane yezokwelashwa, okuhlanganisa imininingwane yokukhubazeka lapho inikeziwe • Imininingwane yesihlobo esiseduze yesisebenzi • Ukuhlolwa kwezangaphakathi kwamarekhodi namanye amarekhodi ezangaphakathi • Impesheni Yesisebenzi kanye Nemininingwane Ye-Provident Fund • Ukuxhumana okuhlobene nezisebenzi • Amarekhodi ephefomensi yezisebenzi • Amashejuli kanye nemininingwane yokuqeqeshwa kanye namarekhodi entuthuko • Amarekhodi okwelulekwa 	3



	<ul style="list-style-type: none"> • Isicelo se-leave • Amarekhodi okulova • Amarekhodi okuqashwa • Amarekhodi ezempilo nokuphepha • Umlando womsebenzi • Amarekhodi esikhathi nokuba khona • Imininingwane Yephephambuzo Lezempilo Nokuphepha Endaweni Yomsebenzi ngokweziqondiso zikahulumeni 	
Ababhalisele umsebenzi	<ul style="list-style-type: none"> • I-Curriculum vitae / Imininingwane Yomuntu Nesicelo Somsebenzi amarekhodi 	3
Izingane	<ul style="list-style-type: none"> • Imininingwane yomuntu yokubuyiselwa imali yesikole inzuzo 	3
Izivakashi	<ul style="list-style-type: none"> • Amarekhodi emvume engokoqobo • Imininingwane Yephephambuzo Lezempilo Nokuphepha Endaweni Yomsebenzi ngokweziqondiso zikahulumeni • Imininingwane yomuntu • Amarekhodi namaskeni emvume ye-elektronikhi • Amarekhodi okuqashwa 	3
Abahlinzeki	<ul style="list-style-type: none"> • Imininingwane yomuntu • Imininingwane yomuntu yabameleli bomhlinzeki 	3
Isakhiwo esithuthwayo	<ul style="list-style-type: none"> • I-asset register 	2
Ubuciko	<ul style="list-style-type: none"> • Amalayisensi • Izimpawu zokuhweba • Amalungelo okushicilela • Amadizayini • Izivumelwano Zamalayisensi 	2
Intela	<ul style="list-style-type: none"> • Amakhophi awo wonke ama-tax returns nenye intela ama-returns namadokhumenti 	2
Umshwalense	<ul style="list-style-type: none"> • Izinqubomgomo zomshwalense • Amarekhodi okukleyima • Imininingwane yemikhawulo yekhwareji yomshwalense nabanikazi bemishwalense 	2
I-Information Technology	<ul style="list-style-type: none"> • I-hardware • Ama-operating system • Impahla yokuxhumana ngocingo • Olayini bocingo • Ukufakwa kwe-LAN • Amaphakheji esofthiwe • Usizo lwamasistimu ezangaphakathi 	2
Amarekhodi Okumaketha	<ul style="list-style-type: none"> • Amarekhodi Okumaketha 	2
Ukuxhumana Kwezangaphakathi	<ul style="list-style-type: none"> • Ukuxhumana Kwezangaphakathi 	2
Izinqubomgomo Zangaphakathi kanye Nezingqubo	<ul style="list-style-type: none"> • Izinqubomgomo Zangaphakathi Nezingqubo 	2



12. IZIZATHU ZOKWENQABA UKUNIKEZA AMAREKHODI NGOKWEMIGOMO YENGXENYE 62 KUYA KU-69 YE-PAIA

Ukuthola irekhodi kuzokwenqatshelwa noma kungase kwenqatshelwe ngesizathu esisodwa noma ngaphezulu kwezilandelayo:

Ukuvikeleka okuyisibopho sobumfihlo senkampane yangaphandle engumuntu wemvelo.

Uma ukudalulwa kuzobandakanya ukudalulwa okungenangqondo kwemininingwane yomuntu ngenkampane yangaphandle, okuhlanganisa umuntu oseshonile, kuye ngamalungiselelo engxenye 63 (2), isicelo sizokwenqatshwa.

Ukuvikeleka okuyisibopho kwemininingwane yezohwebo yenkampane yangaphandle.

Isicelo sokudalulwa sizokwenqatshwa uma ukudalulwa kungokwerekhodi eliqukethe:

- Izimfihlo zokuhweba zaleyo nkampane.
- Imininingwane yezimali, yezokuhweba, yezesayensi noma yobuchwepheshe ukudalulwa kwayo kungase kulimaze izifiso ezingokwezimali noma zokuhweba zaleyo nkampane yangaphandle.
- Imininingwane edalulwe ngokuyimfihlo yinkampane yangaphandle, uma ukudalulwa kungabeka leyo nkampane yangaphandle enkingeni lapho kwenziwa izivumelwano noma emqhudelwaneni wezohwebo.
- Ukuvikeleka okuyisibopho kwemininingwane eyimfihlo yezinkampane yangaphandle uma ivikelekile ngokwemigomo yanoma isiphi isivumelwano.

Ukuvikeleka okuyisibopho kokuphepha kwabantu nokuvikeleka kwempahla.

Isicelo sizokwenqatshwa lapho ukudalulwa okunjalo kungabeka ukuphila engozini noma ukuphepha okungokoqobo komuntu, noma ukubandlululwa noma ukulimala kokuvikeleka kwalokhu:

- isakhiwo, nanoma iyiphi isistimu.
- uhlobo lwento yokuhamba; noma
- enye impahla.

Imininingwane eyimfihlo.

Isicelo sokudalulwa kwemininingwane edinga ukuvikeleka okuyisibopho kwamarekhodi, engase ibhekwe njengeyimfihlo isuka emkhizweni ezinqubweni zezomthetho, kuzokwenqatshwa.

Imininingwane yezohwebo yenkampani ezimele.

Isicelo sokuthola amarekhodi ingase yenqatshwe uma irekhodi liqukethe:

- Izimfihlo zokuhweba, imininingwane yezezimali, yezokuhweba, yesayensi noma yobuchwepheshe yesikhungo, ukudalulwa kwayo, okungase kulimaze izifiso ezingokwezimali noma zokuhweba zesikhungo.
- Imininingwane okuthi, uma idalulwa ingalimaza noma ibeke isikhungo enkingeni ezingxoxweni zezivumelwano noma emqhudelwaneni wezohwebo.
- Uhlelo lwekhompiyutha olungolwesikhungo futhi oluvikelwa ilungelo lokushicilela.

Ukuvikelwa okuyisibopho kwemininingwane yocwango yesikhungo.

Isicelo sizokwenqatshwa uma ukudalulwa kuzodalula umazisi wesikhungo, umcwaningo noma umnikazi wocwango futhi kungabeka umcwaningi enkingeni embi kakhulu.

Izicelo Ezingathi Shu Nezinesicefe.

Izicelo zemininingwane engathi shu noma enesicefe noma ehlela ukuchezukiswa okungenangqondo kwezinsiza kuzokwenqatshwa.



13. INDLELA UMUNTU OKUMELWE ACELE NGAYO AMAREKHODI

Inqubo yokucela

Lowo “ocelayo” yinoma ubani owenza isicelo sokuthola amarekhodi e-DERIVCO (“Ocelayo”).

Ocelayo kumelwe ahambisane nazo zonke izimfuneko zenqubo eziqokethwe ku-PAIA ezihlobene nesicelo sokuthola amarekhodi.

Ocelayo kumelwe agcwalise ifomu elichaziwe (bhekisa “Isandulela A”) bese ethumela ifomu eligcwalisiwe kanye nenkokhelo yezindleko zesicelo kanye nediphozithi, uma kudingeka, eHhovisi Lemininingwane ekhelini leposi, iposi elingokoqobo noma le-elektronikhi njengoba kubonisiwe ngenhla.

Ifomu elichaziwe kumelwe ligcwaliswe nezimfuneko ezanele okungenani ukuze i-Information Officer ibone lokhu:

- Amarekhodi aceliwe.
- Igama lalowo Ocelayo.
- Uhlobo lwemvume oludingekayo uma isicelo samukelwe.
- Ikheli leposi, inombolo yocingo nekheli le-imeyili yalowo Ocelayo.
- Lowo Ocelayo kumelwe asho ukuthi udinga imininingwane ukuze asebenzise noma avikele ilungelo lakhe futhi asho ngokucacile ukuthi nhloboni yelungelo okufanele isetshenziswe noma ivikelwe. Ngaphezu kwalokho, Ocelayo kumelwe acacise ukuthi kungani amarekhodi edingeka ukuze kusetshenziswe noma kuvikelwe lelo lungelo.

I-DERIVCO izosebenza isicelo kungakedluli izinsuku ezingama-30 (amashumi amathathu) ngemva kokuba isicelo sesamukelwe.

Ocelayo kufanele atshelwe ukuthi imvume uyinikeziwe noma wenqatshelwe. Uma, ngaphezu kwalokho, Ocelayo edinga izizathu zesinqumo nganoma iyiphi enye indlela, kumelwe asho indlela yokunikezwa lokho akudingayo. Uma isicelo senziwe egameni lomunye umuntu, khona-ke Ocelayo kumelwe athumele ubufakazi besizathu lowo Ocelayo enza ngaso isicelo ngokwezinga eligculisa ngokwanele i-Information Officer kanye nesizathu salowo muntu sokwenza isicelo.

Uma umuntu engakwazi ukugcwalisa ifomu elibekiwe ngenxa yokuthi akafundile noma ukhubazekile, lowo muntu angase enze isicelo ngomlomo.

Ocelayo kumelwe akhokhe izindleko ezibekiwe, ngaphambi kwanoma yikuphi ukusetshenzwa okuzokwenziwa.

I-POPIA ithi umnikazi wedatha angase, uma enobufakazi bukamazisi, acele i-DERIVCO (PTY) LTD ukuba iqinisekise, mahhala, yonke imininingwane eyiphethe mayelana nomnikazi wedatha futhi angase acele ukuthola imininingwane enjalo, okuhlanganisa imininingwane emayelana nomazisi wezinkampane zangaphandle ezithole noma ezike zathola leyo mininingwane. Izicelo ezinjalo kumelwe zenziwe ku-DERIVCO (PTY) LTD kufomu elifakiwe (bhekisa “Isandulela C”).

I-POPIA iphinde ibonise nokuthi lapho umnikazi wedatha kufuneka akhokhe izindleko zamasevisi awenzelwe, i-DERIVCO (PTY) LTD kumelwe inikeze umnikazi wedatha isilinganiso esibhaliwe senani elikhokhwayo ngaphambi kokunikeza isevisi futhi ingase ifune ukuba umnikazi wedatha akhokhele idiphozithi yazo zonke noma ingxenye yezindleko.

Izizathu zokwenqaba isicelo somnikazi wedatha zibekiwe ku-PAIA futhi zichaziwe ngenhla.

I-POPIA ithi umnikazi wedatha angase enqabele, noma nini, ukusetshenzwa kwemininingwane yomuntu yi-DERIVCO (PTY) LTD, ngezizathu ezinengqondo ezihlobene nesimo sakhe, ngaphandle uma umthetho ufuna ukuba isetshenzwe. Umnikazi wedatha kumelwe agcwalise ifomu elinikeziwe (bhekisa “Isandulela D”) bese elithumela ku-Information Officer ekhelini leposi noma lendlu, inombolo yefeksi noma ikheli leposi le-elektronikhi elibhalwe ngenhla.



Umnikazi wedatha angase futhi acele i-DERIVCO (PTY) LTD ukuba ilungise noma idilithe imininingwane yomuntu emayelana nomnikazi wedatha eyiphethe noma engaphansi kokulawula kwayo enganembile, engadingeki, eyokwenezela, ephelelwe isikhathi, engaphelele, edukisayo noma etholwe ngokungemthetho; noma ukushabalalisa noma ukudilitha irekhodi lemininingwane yomuntu emayelana nomnikazi wedatha leyo i-DERIVCO (PTY) LTD engasagunyaziwe ukugcina amarekhodi ngokwemigomo ye-POPIA yokugcinwa nokuvinjelwa yamalungiselelo amarekhodi.

Umnikazi wedatha ofisa ukucela ukulungiswa noma ukudilithwa kwemininingwane yakhe noma ukushabalaliswa noma ukudilithwa kwerekhodi lemininingwane yakhe kumelwe athumele isicelo ku-Information Officer ekhelini leposi noma lendlu, kunombolo yefeksi noma ikheli leposi le-elektronikhi, (bhekisa “Isandulela E”).

14. IZINDLEKO

I-PAIA inikeza izinhlobo ezimbili zezindleko, okuwukuthi:

- Izindleko zesicelo, ezizoba izindleko ezivamile; kanye
- Nezindleko zemvume, okumelwe zibalwe ngokubhekwa kwezindleko zokukhiqiza kabusha, isikhathi nezindleko zokusesha kanye nokulungiselela, kanye nezindleko zeposi.

Uma isicelo sesamukelwe yi-Information Officer, lesi sisebenzi sizotshela ngesaziso lowo Ocelayo ukuba akhokhe izindleko zesicelo ezibekiwe ngaphambi kokuqhubeka sisebenze isicelo.

Uma ukuseshwa kwerekhodi sekwenziwe futhi ukulungiselelwa kwerekhodi lokudalulwa okuhlanganisa amalungiselelo okulenza litholakale kufomu lesicelo, kudinga amahora angaphezu kwalawo abekiwe eziqondisweni ngale njongo, i-Information Officer izotshela Ocelayo ukuba akhokhe njengediphozithi ingxenywe echaziwe yezindleko zemvume ezizokhokhwa uma isicelo sigunyaziwe.

I-Information Officer izogodla irekhodi lowo Ocelayo aze akhokhe izindleko (bhekisa ku-“Annexure B”).

Lowo Ocelayo osicelo sakhe semvume yerekhodi sigunyaziwe, kumelwe akhokhe izindleko zemvume yokukhiqiza kabusha nezokusesha nokulungiselela, nezanoma isiphi isikhathi ebesidingeka esinezelwe emahoreni abekiwe okusesha nokulungiselela ukudalulwa kwamarekhodi okuhlanganisa ukwenza amalungiselelo okuwenza atholakale kufomu lesicelo.

Uma idiphozithi isikhokhiwe esicelweni semvume, esenqatshwayo, khona-ke i-Information Officer ehilelekile kumelwe ibuyisele idiphozithi kulowo Ocelayo isinenzalo ngesilinganiso esibekiwe.

15. IZIXAZULULO EZITHOLAKALAYO ZALAPHO I-DERIVCO YENQABA ISICELO

SEMININGWANE Izixazululo Zangaphakathi

I-DERIVCO ayinayo inqubo yokufaka isikhalazo. Ngenxa yalokho, isinqumo esenziwe yi-Information Officer sizokuma futhi Abacelayo kuzofanele basebenzise izixazululo zangaphandle abanazo uma isicelo semininingwane senqatshwa futhi Ocelayo enganelisekile ngempendulo enikezwe yi-Information Officer.

Izixazululo Zangaphandle

Ocelayo onganelisekile ngokwenqaba kwe-Information Officer ukwambula imininingwane, kungakedluli izinsuku ezingu-30 ngemva kokuthola isaziso sesinqumo, angase abhalise eNkantolo ukuze athole usizo.



Ngokufanayo, inkampane yangaphandle enganelisekile ngesinqumo se-Information Officer sokwamukela isicelo semininigwane, kungakedluli izinsuku ezingu-30 ngemva kokuthumela isaziso sesinqumo singase sibhalisele usizo eNkantolo.

Isinqumo

I-DERIVCO, kungakedluli izinsuku ezingu-30 ngemva kokuthola isicelo, izonquma ukuthi iyasamukela yini noma iyasenqaba isicelo bese inikeza isaziso esinezizathu, uma kudingeka, zalokho.

Inkathi yezinsuku ezingu-30 okufanele i-DERIVCO inqume phakathi nayo ukuthi iyasamukela noma iyasenqaba yini isicelo, ingase yelulelwe inkathi eyengeziwe eyizinsuku ezingangaphezu kwezingu-30 uma isicelo kungeseminigwane eminingi, noma isicelo sidinga ukusesha imininigwane ekwelinye ihhovisi le-DERIVCO futhi imininigwane ayikwazi ukutholakala phakathi nenkathi yasekuqaleni eyizinsuku ezingu-30. I-DERIVCO izotshela Ocelayo ngokumbhalela uma kuzodingeka isikhathi esengeziwe.

Inqubo yokwenza isinqumo

Ngokwemigomo yengxenywe 54 ye-PAIA, uma zonke izinyathelo ezinengqondo sezithathiwe ukuze kutholakale irekhodi eliceliwe futhi kunezizathu ezinengqondo zokukholelwa ukuthi irekhodi liphethwe yi-DERIVCO kodwa alitholakali, futhi uma lingatholakali, khona-ke i-Information Officer kumelwe itshale lowo Ocelayo nge-affidavit noma isiqinisekiso, ukuthi akunakwenzeka ukuba anikezwe imvume kulelo rekhodi.

Uma ngemva kokuba kunikezwe isaziso, leli rekhodi litholakala, Ocelayo kumelwe anikezwe imvume kulo ngaphandle uma kunesizathu sokwenqabela imvume.

Uma isicelo senqatshwa nganoma isiphi isizathu isaziso kumelwe sihlanganise izizathu ezanele zesinqumo, kanye namalungiselelo adingekile e-PAIA okuncikwe kuwo futhi sinikeze inqubo ezolandelwa uma Ocelayo efisa ukufaka esikhalazo ngesinqumo.

Ingxenywe 59 ithi i-Information Officer inganikeza irekhodi futhi inikeze imvume kuphela engxenyeni umthetho onganikezi imvume kuyo.

16. IZINKAMPANE ZANGAPHANDLE

Uma isicelo kungeserekhodi eliqondene nenkampane yangaphandle, i-Information Officer kumelwe ithathe zonke izinyathelo ezinengqondo ukuze itshale inkampane yangaphandle ngesicelo. Lokhu kumelwe kwenziwe kungakedluli izinsuku ezingu-21 (amashumi amabili nanye) ngemva kokuthola isicelo. Indlela lokhu okwenziwa ngayo kumelwe kube eshesha kunazo zonke ngangokunokwenzeka, kodwa uma kungomlomo, i-Information Officer kumelwe inikeze inkampane yangaphandle isiqinisekiso esibhaliwe sesaziso.

Inkampane yangaphandle kungakedluli izinsuku ezingu-21 ngemva kwalokho ingase yethule isizathu ku-DERIVCO sokuthi kungani isicelo kufanele senqatshwe; uma kungenjalo inganikeza imvume ebhaliwe yokudalulwa kwerekhodi.

Inkampane yangaphandle kumelwe itshelwe ngesinqumo esithathwe yi-Information Officer sokuthi singanikezwa yini noma senqatshwe isicelo futhi kumelwe atshelwe ngelungelo lakhe lokufaka isikhalazo ngokumelene nesinqumo, kungakedluli izinsuku ezingu-30 ngemva kwesaziso, ngesicelo eNkantolo.

17. UKUTHOLAKALA KWALE MANIWALI

Le maniwali itholakalela ukuhlaziywa emahhovisi e-DERIVCO, ekhelini eliboniswe ngenhla, mahhala. beka icala.

Amakhophi emaniwali angase atholakale, uma kukhokhwa inani elibekiwe, emahhovisi e-DERIVCO ekhelini eliboniswe ngenhla.



Imaniwali ingase itholakale nakuwebusayithi ye-DERIVCO la <https://www.derivco.co.za>.

