

- (b) uma lifunwe ngemuva kokuba seliqalile lelocala lezobugebengu noma lamademeshe, njengokuma kwalo; noma
 - (c) ukukhiqizwa noma ukutholakala kwaleli rekhodi ngesizathu esibalwe esigabeni kungatholakala komunye umthetho.”
- 6.1.2 Uma kusebenza u section 7(1), ngeke ukwazi ukufaka isicelo ngokwemigomo yalomthetho. Ungasebenzisa imigomo nezinyathelo zokuthola ulwazi zesigungu sezomthetho kanye nezinyathelo obhekene nazo. Abakwa-Transnet banelungelo lokufaka isicelo sokukhokhelwa izindleko ezihambisana nokufakwa kwesicelo okungahambisani no section 7(1)
- 6.1.3 Sicela uqaphele u section 45 walomthetho nonika u-Transnet ilungelo lokwenqaba isicelo sokuthola irekhodi uma: (a) lesicelo sicacile ukuthi asinamqondo futhi sinohlevane; noma (b) umsebenzi ohlanganisa ukuphumeleliswa kwalesi sicelo uzoshintsa kakhulu nokungenasidingo izimo zokusebenza zakwa-Transnet.
- 6.2 Step 2: Ingabe lolulwazi olucelwayo luyatholakala ngokohlobo lwe-rekhodi?
 - 6.2.1 Qaphela ukuthi lomthetho usebenza kuphela kuma rekhodi asuke ekhona ngaleso sikhathi kufakwa isicelo.
 - 6.2.2 Lomthetho awuphoqi muntu ukuba akhe irekhodi ebelingekho ngesikhathi kufakwa isicelo. Isibonelo, lomthetho ngeke usetshenziselwe ukuthola izizathu zezinqumo ezithathwe abakwa-Transnet uma lezo zizathu zingelona uhlobo lwe rekhodi
 - 6.2.3 Uma ungenaso isiqiniseko sokuthi lelo rekhodi olicelayo likhona, sicela ukusho lokhu kwi-fomu lokufaka izicelo.
- 6.3 Step 3: Ingabe leli recodi liphethwe noma lingaphansi kwenkampani yakwa-Transnet?
 - 6.3.1 Inkampani yakwa-Transnet inkulu kabi kanti ukufuna i-recodi elisuke liceliwe ungadla isikhathi eside, izidingo zokusebenza kanye nemali.

6.3.2 Lomthetho uthi i-rekhodi elisuke licelwa kufanele libekhona noma libe ngaphansi kwenkampani yakwa-Transnet. Kodwa ke ngokwalomthetho i-rekhodi elingaphansi noma elonganyelwe (a) isisebenzi sakwa Transnet noma (b) ozimele osebenzela u -Transnet lithathwa njenge rekhodi laleyonkampani yomphakathi noma ezimele, ngokwehlukana. Uma ungenaso isiqiniseko sokuthi leli recodi olicelayo likhona yini ezandleni zabakwa Transnet, sicela ukusho lokho kwi fomu lokucela amarekhodi

6.3.3 Njengoba sekushiwo ngaphambilini, u section 45(b) walomthetho unikeza abakwa-Transnet igunya lokwenqaba nerekhodi elisuke liceliwe uma umsebenzi wokulithola uzofaka ukuphazamiseka kakhulu nokungenasidingo kwezimo zokusebenza zakwa Transnet.

6.4 Step 4: Ungasiletha yini isicelo ngaphansi kuka Chapter 2 noma u 3 walomthetho?

6.4.1 Nakuba u-Transnet uyinkampani yomphakathi njengoba kubekiwe esigatshaneni u-subsection (b)(ii) wencazelo yenkampani yomphakathi, kungaba khona izimo lapho inkampani yakwa-Transnet okufanele ibhekwe njengezimele ngokuka section 8 walomthetho.

6.4.2 Ukubona ukuthi inkampani yakwa-Transnet iyakwazi ukuthathwa njengezimele, ukuziphatha kuka Transnet kumele kubhekwe ikakhulukazi ekutheni izinyathelo zayo zingathathwa njengeziqondene nezokuphatha yini. Ukuthi ukuziphatha okuthile kuthathwa njengezokuphatha (administrative) kuncike kakhulu ohlobeni lwamandla asetshenziswayo kunokuthi ubani owasebenzisayo (uTransnet) Lemigomo elandelayo kufuneka ilandelwe:

6.4.3 U-Transnet njengenkampani yomphakathi: Inkampani yakwa-Transnet ihlonzwa njengeyomphakathi ama rekhodi afaka noma athintelana nokusebenzisa amandla noma ukwenza umsebenzi womphakathi kulandelwa nanoma yimuphi umthetho..

6.4.4 U-Transnet njengenkampani ezimele: ezintweni ezithinta imigomo yokuqondisa izigwegwe kubasebenzi , u-Transnet akawasebenzisi amandla enkampani yomphakathi, kanti ngaleyondlela angathathwa njengenkampani ezimele ngokwalomthetho.

6.5 Step 5: Indlela yesicelo

6.5.1 Inkampani yakwa-Transnet njengeyomphakathi:

6.5.1.1 Ukufaka isicelo sokuthola ama-rekhodi asezandleni zakwa-Transnet njengenkampani yomphakathi kufanele kwenziwe ngokusebenzisa ifomu lesicelo elifunwa yilomthetho, kanti ikhophi yalo ixhunyiwe lapha njengo-Annexure 1.

6.5.1.2 Uma ufisa ukubhala imininingwane yesicelo sakho kuleli fomu, nge-khompwutha usebenzisa u MS Word, sicela uthumele i-e-mail kwi- Information Officer ethintekayo ukuze akuthumelele leli fomu ngendlela.

6.5.2 U-Transnet njengenkampani ezimele :

6.5.2.1 Ukufaka isicelo sama rekhodi asezandleni zakwa Transnet njengenkampani ezimele, kufanele kwenziwe kwi fomu elikhiswe ngokwalomthetho, kanti leli fomu lixhunyiwe lapha njengo Annexure 3..

6.5.2.2 Qhaphela ukuthi uma ufaka isicelo enkampanini yakwa-Transnet njengezimele, kuzomele uchaze ngokucacile ilungelo ofisa ukulivikela noma ukulisebenzisa ngesicelo sakho.

- 6.5.2.3 Uma ufisa ukubhala imininingwane yesicelo sakho kuleli fomu, nge-khompwutha usebenzisa u MS Word, sicela uthumele i-e-mail kwi- Information Officer ethintekayo ukuze akuthumelele leli fomu ngendlela

7. UKUBHEKWA KWESICELO SAKHO

- 7.1 Njengokwemigomo yalomthetho, ilungelo lokutholakala kwe fomu lokufaka isicelo sokuthola ama rekhodi aphethwe abakwa-Transnet linganikwa kuphela uma:
- 7.2 yonke imigomo ebekiwe kulomthetho nehambisana nesicelo ifeziwe; kanye
- 7.3 noma ukutholakala kwerekhodi noma amarekhodi aceliwe kungenqatshelwanga ngaphansi kwe migomo yokwenqaba ebekwe kulomthetho.
- 7.2 Izizathu zokwenqaba zicaciswe engxenyeni yesibili ku Chapter 4 neyesithathu kuChapter 4 kanti zihlanganisa nokuvikela okuphoqekile kwalokhu-
- 7.2.1 Ulwazi lwezohwebo lomunye umuntu (third party);
- 7.2.2 Ulwazi oluthile oluyimfihlo;
- 7.2.3 Ukuvikeleka komuntu kanye nemphahla;
- 7.2.4 Amarekhodi avikelekile ekusetshenzisweni ezinyathelweni zomthetho;
- 7.2.5 Ukubhekela isimo sezomnotho kanye nezezimali zezwe laseNingizimu Afrika kanye nokuqhuba ibhizinisi kwenkampani yomphakathi;
- 7.2.6 Ukuphenya ulwazi ngomunye umuntu (third party) kanye nokuvikela ulwazi locwaningo lwenkampani ezimele;
- 7.2.7 Ulwazi oluthile oluthintelene nokusebenza kwenkampani yomphakathi.
- 7.3 U-Transnet angazenqaba izicelo uma zingenasisindo noma zinohlevane noma zizoholela ekuthikamezekeni kwendlela yokusebenza ngokungenasidingo.

8. **AMANANI AKHOKHWAYO**

- 8.1 Lomthetho ubeka izinhla ezimbili zamanani, okuyimali yesicelo nemali yokuthola okuceliwe. Lezimali kumele zikhokhwe phambi kokuba uTransnet athole isicelo solwazi oludingekayo.
- 8.2 Ozifakela yena isicelo, lokhu kusho umuntu ofaka isicelo sokuthola ama rekhodi aphantelene naye, akudingeki ukuba akhokhe imali yokufaka isicelo. Kanti ezinye izicelo ngaphandle kwalesi zidinga imali yokufaka isicelo, ngaphandle uma ukhululiwe ekukhokheni ngalezizathu ezingezansi:
- 8.3 Lapho u-Transnet emi njengenkampani yomphakathi-
- 8.3.1 Amanani okukhiqiza amakhophi alelibhukwana kanye nama rekhodi alotshiwe kuAnnexure 2;
- 8.3.2 Amanani emali yesicelo ekhokhwa yilowo ofake isicelo, uma engazifuneli yena alotshwe ku Annexure 2.
- 8.3.3 Amanani emali yokuthola ama rekhodi aceliwe ekhokhwa ngumceli ngokuka section 22(7), ngaphandle ke uma kuvikelwe ngaphansi kuka section 22(8) walomthetho ilotshiwe kuAnnexure 2.
- 8.4 Lapho u-Transnet emi njengenkampani ezimele-
- 8.4.1 Amanani emali ekhokhwa ekukhiqizeni amarekhodi akhishwa ngokuthanda noma lawo asuke ekhona alotshiwe ku-Annexure 4.
- 8.4.2 Amanani emali ekhokhwa ngumfaki sicelo ngaphandle kwesicelo solwazi olumaqondana nomceli, alotshiwe ku-Annexure 4.

8.4.3 Amanani akhokhwa ngumfaki sicelo, ngaphandle kwesivikelekile, alotshiwe ku-Annexure 4.

8.5 Okuvikelekile

8.5.1 Laba abalandelayo bavikelekile ekukhokheni imali yokuthola imininingwane:

8.5.1.1 Umuntu oyedwa onomholo wakhe ongekho ngaphezu kuka R14 712.00 ngonyaka uma sekukhiswe yonke imali okufuze ethathwa emholweni

8.5.1.2 Abashadikazi noma umuntu kanye nahlalisana naye imiholo yabo uma ihlangene ingadluli ku R27 192.00 ngonyaka ngemuva kokukhiswa kwemali okufuze ithathwe emholweni.

8.5.2 Uma imali yezindleko zokuqoqa ulwazi nokuhlanganisa i-rekhodi eliceliwe yedlula imali esuke ikhokhelwe ukucela lelo rekhodi, lamanani awabe esasebenza.

8.5.3 Imali yokuthola okuceliwe emayelana nokuhlanganisa nokuveza irekhodi ayingeni kuma rekhodi omuntu ozicelela yena.

8.5.4 Izimali zesicelo nezokuthola ulwazi azingeni kuma rekhodi acelwe yisikhulu esibhekele izondlo noma ophenya ngazo ngenhloso yokuphenya ngodaba lwesondlo, noma uphenyo olungaphansi kweziqaba zomthetho iMaintenance Act No. 99 of 1998, noma imigomo eyenziwe ngaphansi kwesigaba 44 salomthetho.

9. **AMAREKHODI ASEVELE EKHONA**

Lapha sininikeza uhlu lwamarekhodi asevele esekhona nase vulelekile ukuba acelwe

njengokwesigaba 15 somthetho ongenhla.

A: AMAREKHODI ASEVELE ESEKHONA NATHOLAKALA MAHHALA

Inombholo	Uhlobo
1.	Umbiko wonyaka wakwa-Transnet
2.	Imiqulu kanye nolwazi olumayelana nenkampani yakwa-Transnet oluphethwe umbhalisi zinkampani phecelezi u- Registrar of Companies

Onke lama rekhodi asebaliwe ngenhla atholakala mahhala kuphela uma ekhona njengokugaywa kwawo ngalesosikhathi. Lamarekhodi ayonikezelwa kulowo owacelile, ngaphansi kwemibandela yomthetho i-Promotion of Access to Information Act ka 2000.

B. AMAREKHODI ASEKHONA ADINGA UKUKHOKHELWA IZIMALI EZIBEKIWE

Inombholo	Uhlobo
1.	Yonke imiqulu ethintene nokubhaliswa kwenkampani yakwaTransnet agcinwe yihhovisi, le-Corporate Centre
2.	Imithetho, imigomo nemitheshwana eyongamele ukusebenza nokuziphatha kwenkampani yakwa-Transnet
3.	Imininingwane yabacwaningi mabhuku base Corporate Centre
4.	Imininingwane yabaphathi besikhwama sempesheni kanye nomshuwalense wezempilo osetshenziswa ngu-Transnet
5.	Imithetho yemihlomulo, ezezindlu nomshuwalense wezempilo kanye nezinye izikhwama
6.	Ibhukwana lezaziso lenkampani

Abafaki zicelo bazokwaziswa ngemali okufanele bayikhokhe uma sekutholakele isicelo sokuthola irekhodi. Imvume yokuthola lama rekhodi iyonikwa ofake isicelo sokuthola amarekhodi ngaphansi kwemibandela yomthetho i- Promotion of Access to Information Act, ka 2000.

10 IMISEBENZI EVULELEKE KUMPHAKATHI

10.1 I-Transnet National Ports Authority

- 10.1.1 Iyahlela, inikezele, igcine futhi ithuthukise ingqalasizinda yamachweba
- 10.1.2 Ilungisa iphinde ithuthukise izikhashana uhlaka lwamasu okuthuthukisa ichweba ngalinye, okufanele iveze inqubo-mgomo ye-National Ports Authority yokuthuthukiswa kwamachweba kanye nokusetshenziswa komhlaba kulelochweba
- 10.1.3 Inikezela noma ihlele ukungena ngomgwaqo nangololiwe ngaphakathi echwebeni.
- 10.1.4 Iqikelela inqubekela phambili yamachweba nezindawo ezakhelene nawo.
- 10.1.5 Ilawula futhi yengamele ukuthuthukiswa kwamachweba
- 10.1.6 Ilawula ukusetshenziswa komhlaba ongaphansi kwechweba, kanti inelungelo lokuqashisa ngomhlaba ngaphansi kwemibandela ezoshaywa yi-Authority.
- 10.1.7 Ihlela izidingo ezifana namanzi, ukukhanya, ugesi, ukuthuthwa kwendle kanye nezokuxhumana emachwebeni.
- 10.1.8 Ilawula futhi yengamele ukulayishwa, ukwethulwa nokugcinwa kwempahla enkulu, nokugibela nokwehla kwabagibeli.
- 10.1.9 Ilawula futhi yengamele izindawo zokugcinwa kwempahla ngaphandle kwamanzi.
- 10.1.10 Ilawula futhi yengamele ukuhlanzeka komoya kanye nokuvikelwa kwemvelo ngokusemandleni echweba.

10.1.11 Ilawula futhi yengamele ezokuphepha nokuvikela ngokusemandleni echweba.

10.1.12 Ibeka imigomo namazinga okufanele kulandelwe uma kumbiwa emachwebeni kanye naseminganelweni yawo.

10.1.13 Iqinisekisa ukunikezela ngemisebenzi nezindawo zokusebenzela emachwebeni okwanele, okungabizi nokusebenza ngendlela.

10.1.14 Inamandla okunikeza amalayisense nokulawula okuphathelene nemisebenzi yamachweba kanye nempahla yamachweba.

10.1.15 Iqinisekisa ukuthi noma ngubani onikela ngemisebenzi echwebeni kanye nempahla echwebeni uyakwazi ukunikezela ngaleyomisebenzi kanye nempahla ngendlela ehlelekile.

10.1.16 Igqugquzela ukusebenza ngobuchwepheshe, ukwethembeka nangendlela enenzuzo kwalabo abanikwe amalayisense okusebenza ngokuhambisana namazinga amukelekile emhlabeni kanye nangezidingo zomphakathi.

10.1.17 Iqinisekisa ukufezeka kokulingana ngezinyathelo ezihlose ukuthuthukisa abantu noma izinhlaka zabantu ababecindezelwe bebandlululwa ekusebenziseni izindawo emachwebeni.

10.1.18 Igqugquzela ukusetshenziswa, ukuthuthukiswa nokwakhiwa kwamachweba;

10.1.19 Inika izaluleko ngazo zonke izindabo eziphathelene nemboni yezamachweba, imisebenzi yamachweba kanye nempahla yamachweba;

10.1.20 Igqugquzela ukumeleleka okuvulekile ikakhulukazi ukubamba iqhaza kwababecindezelekile ekusebenzeni kwamachweba;

10.1.21 Yengamela ukunika izimvume zokwakhiwa nokusebenza kwezindawo ezigcina impahla kanye nezokusebenza ezingaphandle kolwandle;

10.1.22 Yenza noma ihlele ukwenziwa kwezibophezelo zamazwe omhlaba ezithintelene nezamachweba;

10.1.23 Ihlelela ukusebenza kwanoma yimuphi umsebenzi wohlaka lombuso

echwebeni.

10.1.24 Igqugquzela ukucwaninga nokuthuthukisa emkhakheni

wezokusebenza kwamachweba nezimpahla zakhona.

10.1.25 Yengamela iphinde ilawule ukuhamba kwemikhumbi emingceleni

yamachweba kanye nasemingelweni yawo.

10.1.26 Yengamela iphinde ilawule ukungena kwemikhumbi emachwebeni,

ukuhlala, ukuhamba noma ukusetshenziswa kwayo ngaphakathi

nasekuphumeni kwayo emachwebeni.

10.1.27 Ihlelela futhi inikezele ngezikebhe zokudonsa imikhumbi, izikebhe

zabashayeli kanye nezinye izinto nezidingo zokuhamba nokungena

kwemikhumbi emachwebeni.

10.1.28 Inikeza, ilawule futhi igcine imigudu yokuhamba kwemikhumbi.

(Uma ufuna ukuthola ulwazi ngokuthi ungazithola kanjani lezidingo sicela

ungavakashela i-website yakwa Transnet ethi: www.transnet.co.za).

10.2 Isigaba se-Transnet Pipelines

10.2.1 Sibhekele, siphethe futhi silungisa inxanxathela yamapayipi

kuhambisa uphethilolo ne-gas, sibuye sinikele ngezokuthutha

nokugcinwa kwemikhiqizo kaphethiloli kahulumeni kanye

nezinkampani zikaphethiloli; futhi

10.2.2 U-Transnet Pipelinse ukhiqiza uphethilomu kanye ne gas. (Uma

ufuna ukwazi ngabanzi ngalokhu ungavakashela i-website yakwa-

Transnet ku www.transnet.co.za)

10.3 I-Transnet Port Terminals

10.3.1 Ibhekela ukusebenza kwamachweba amakhulu ayisithupha ase

Ningizimi neAfrika;

10.3.2 Ibhekele ukulayishwa nokuthululwa kwempahla

10.3.3 Inikela umsebenzi osezingeni eliphezulu ekupakisheni

nasekuthululweni kwempahla, ezikhungweni zokugcina impahla ehambayo;

kanti,

10.3.4 Iphokophelele ukuba ngumnikezeli wezidingo zebhizinisi lezokuhlela okhethekile (uma ufuna ulwazi ngokuthola lezidingo vakashela i-website yakwa Transnet ku www.transnet.co.za)

10.4 I- I-Transnet Freight Rail:

10.4.1 Loluphikohla lubhekele ukuxazulula izinkinga zezokuthuthwa kwempahla embonini yezimayini kanye nemboni yabakhiqizi abakhulu nabancane (Uma ufuna ukwazi kabanzi ngalokhu ungavakashela i-website yakwa-Transnet ethi: www.transnet.co.za)

10.5 I-Transport Rail Engineering:

10.5.1 Iyibhizinisi eligxile kwezobunjiniyela;

10.5.2 Ihamba phambili eNingizimu Afrika ekuthuthukisweni nasekulungisweni kwezinto ezithintene nololiwe;

10.5.3 Ilungisa futhi ithuthukise izinto ezibhekene nemizila, izinqola zezitimela ezithutha abantu nezempahla; futhi,

10.5.4 Ikhiqiza izinsimbi zemikhiqizo yokuthutha impahla ngololiwe, ibuye yakhe izinqola zokulayisha impahla. (Uma ufuna ukwazi kabanzi ngalokhu ungavakashela i-website yakwa-Transnet ethi: www.transnet.co.za)

11. 1 UKUDLULISA ISIKHALO

11.1 Umfaki sicelo (noma umngeneleli wesithathu, uma ekhona) angayofuna usizo lwenkantolo enamandla afanelekile ngokwalezinqumo ezilandelayo ezithathwe yi-Information Officer:

11.1.1 Ukwenqaba noma ukuchitha ingxenye yesicelo;

11.1.2 Inani lemali okufanele ikhokhwe ;

11.1.3 Ukwelulwa kwesikhathi okufuze kuphothulwe ngaso isicelo; noma

11.1.4 Indlela okuzobekwa ngayo ulwazi oluzokhiswa.

11.2 Zonke izinyathetho zomthetho kufanele ziqondiswe ku- Information Officer obebhekene naleso sicelo.

12. AMAREKHODI ASEZANDLENI ZABAKWA-TRANSNET

Inkampani yakwa-Transnet igcina amarekhodi ngaphansi kwalezigaba nezihloko ezila ndelayo. Kepha sicela uqaphele ukuthi ukubhalwa kwalezigaba noma izihloko kulelibhukwana akusho ukuthi isicelo sokunikezelwa lelo rekhodi sizovunywa nje.. Zonke izicelo zokuthola ama rekhodi zizobhekwa ngasinye kulandelwa lomthetho.

12.1 Amarekhodi angaphakathi

Lamarekhodi, alandelayo aphaathelene nezindaba zangaphakathi zakwa-Transnet:

- Amarekhodi ezezimali;
- Amarekhodi okusebenza kwenkampani;
- Izinto ezibhalwe phansi zenkampani;
- Amarekhodi ezokukhangisa;
- Ukuxhumana kwangaphakathi;
- Amarekhodi ezinto eziphethwe umthetho
- Imigomo nezindlela zokusebenza zangaphakathi;
- Amarekhodi aphethwe abasebenzi bakwa-Transnet

12.2 Amarekhodi abasebenzi

“Umsebenzi” kubhekiswe kunoma ubani osebenzela noma onikezela ngomsebenzi ngaphansi kwe-Transnet noma emele lenkampani, nothola noma okufanele athole okuyihlo, kanye nakunoma ubani osiza ekuqhubeni umsebenzi obhekene nabakwa-Transnet. Lokhu kufaka, ngaphandle kwemibandela,, izinhloko zeminyango, izimenenja, bonke abasebenzi abaqashwe ngokugcwele, abetoho kanye nokwesikhashana ngokunjalo nalabo abasebenza ngezinkontileka. Kanti amarekhodi abasebenzi afaka lokhu:

12.2.1 Ulwazi lomuntu alunikezelwe uTransnet ngabasebenzi;

12.2.2 Nanoma yiluphi ulwazi olunikwe abakwa Transnet ngomunye umuntu wesithathu mayelana nanoma yimuphi umsebenzi wabo;

12.2.3 Imigomo yokuqashwa kanye namarekhodi aphaathelene nenkontileka noma okuthinta ezomthetho;

12.2.4 Amarekhodi okucubungula angaphakathi; kanye,

12.2.5 Namanye amarekhodi nezokuxhumana kwangaphakathi.

12.3 Amarekhodi athinta ezokusebenza

Ulwazi oluphathelele nezokusebenza lufaka lokhu okulandelayo:

12.3.1 Nanoma yiliphi irekhodi elethulwe ngumuntu wesithathu kwabakwa-Transnet; kanye

12.3.2 Namarekhodi akhiqizwe abakwa noma angaphakathi kwa-Transnet eliphathelele nokusebenza noma imisebenzi enikezelwe abakwa Transnet, okufaka nama rekhodi okuhweba.

12.4 Abanye abathintekayo

Amarekhodi amayelana nabanye abangaphandle agciniwe, okuhlanganisa ngaphandle kwemibandela, osonkontileka, abasithengisela impahla, iminyango, kanye nabanikezela ngemisebenzi. Noma laba bangaphandle bangaphatha ama rekhodi athathwa ngokuthi angawakwa Transnet. Lama rekhodi alandelayo angaphansi kwalesigaba:

12.4.1 Amarekhodi aphaathelene nabasebenzi, umsebenzi kanye nokunikezelwa kwemisebenzi agcinwe ngomunye umuntu kunokuba agcinwe yi-Transnet; kanye

12.4.2 Namarekhodi agcinwe abakwa-Transnet aphaathelene nabanye abantu, ahlanganisa nama rekhodi ezezimali, ukuxhumana, izivumelwano kanye nama rekhodi

alethwe ngabanye abantu, kanye namarekhodi avela kumuntu wesithathu mayelana nezinkampani ezisebenzisana no-Transnet

ANNEXURE 1: IFOMU LESICELO LEZINKAMPANI ZOMPHAKATHI

Lelifomu kufanele lihambisane nencwadi yencazelo ebhekiswe kwi-Information Officer ethintekayo

A. Imininingwane yakwa-Transnet noma igatsha layo

U-Information Officer obhekele: [Igama le-Information Officer kanye negatsha asebenzela kulo lakwa-Transnet]

Ibhekiswe -----

Igatsha lakwa-Transnet: -----

Inombholo ye-fax: -----

I-dilesi le-email: -----

B. Imininingwane yofaka isicelo sokuthola i-rekhodi

(a) Imininingwane yomuntu ofaka isicelo sokuthola i-rekhodi kufanele igcwaliswe ngenzansi.

(b) I-dilesi kanye/noma inombholo ye-fax yaseNingizimu Afrika lapho kufanele ulwazi luthunyelwe khona kufanelwe igcwaliswe.

(c) Isiqinisekiso sesikhundla noma izinga laloyo owenza isicelo, uma kudingeka, kufanele sixhunyiwe kulelifomu.

Amagama nesibongo

Inombolo kamazisi: -----

Idilesi yeposi:

Inombolo ye-fax: -----

Inombolo yocingo:-----

Idilesi ye-e-mail: -----

Isikhundla okufakwa ngaso isicelo, uma senzelwa omunye umuntu:

C. Imininingwane yomuntu ofakelwa lesi sicelo

Lengxenywe kufanele igcwaliswe KUPHELA uma isicelo sifakwa egameni lomunye umuntu

Imagama nesibongo:

Inombolo kamazisi: -----

D. Imininingwane yerekhodi elicelwayo

(a) Nikezela imininingwane egcwele ye-rekhodi elicelwayo, ufake ne reference number uma uyazi, ukuze likwazi

ukutholakala

(b) Uma isikhala esinikeziwe lapha sisincane, qhubeka ubhale kwelinye iphepha bese ulihlanganisa naleli-fomu.

Ofaka isicelo kufanele asayinde onke amaphepha ahlengisiwe naleli-fomu

1. Chaza i-rekhodi kanye noma ingxenywe efunekayo

2. Faka i-reference number, uma ikhona

3. Okunye okungachaza i-rekhodi elicelwayo

E. Ukukhokha

(a) Isicelo sokuthola i-rekhodi, okungelona elinolwazi oluqondene, liyosukunyelwa kuphela uma sekukhokhwe imali yokufaka isicelo..

(B) Uzotselwa ngemali okufanele uyikhokhe uma ufaka isicelo

© Imali okufanele uyikhokhe ukuze uthole lelo rekhodi incike ekutheni ufuna hlobo luni lwe rekhodi kanye nesikhathi esanele esidingekayo ukufuna nokulungisa irekhodi.

(d) Uma uvikelekile ekukhokheni izimali zesicelo, sicela ubeke izizathu zalokhu.

Isizathu zokuvikeleka ekukhokheni izimali ezidingekayo:

F. Indlela ozolithola ngayo leli rekhodi

Uma uvinjelwa ukukhubazeka ekubeni ufunde, ungabuka noma ulalele amarekhodi ngendlela ozogculiseka ngayo ,
bhala ukukhubazeka kwakho uphinde usho ukuthi ungathanda amarekhodi alethwe kuwe ngandlelani

Uhlobo lokukhubazeka:

Indlela odinga irekhodi
lilethwe kuwe ngayo

Maka ibhokisi elifanele ngophawu u-x

Funda:

(a) Ukuphuyeleliswa kwesicelo sakho ngohlobo ozothola ngayo i-rekhodi kuncike ekutheni lelo rekhodi litholakala ngaluphi uhlobo

(b) Ukunikezelwa irekhodi ngohlobo olucelile kungenqatshwa ngezizathu ezithize. Kanti uma lokhu kwenzeka uzokwaziswa ukuthi lelo rekhodi lingakhiswa ngaluphi uhlobo

(c) Uma kukhona imali okufanele ikhokhwe, kuncike ekutheni ucele ukulithola ngaluphi uhlobo irekhodi.

1. Uma irekhodi libhaliwe:

	i-khophi lerekhodi		Ukuhlolwa kwe-rekhodi
--	--------------------	--	-----------------------

2. Uma irekhodi linokusazithombe: Lokhu kufaka izithombe, ama slides, ama video aqoshiwe, izithombe ezakhiwe nge khompyutha, imidwebho kanye nokunye.

	Buka izithombe		kophisha izithombe		Ukuchazwa kwezithombe
--	----------------	--	--------------------	--	-----------------------

3. Uma irekhodi linamazwi aqoshiwe noma ulwazi olungaphuma njengomsindo:

	Lalela ikhasethi elinomsindo		Ukubhala ephepheni okuqoshiwe
--	------------------------------	--	-------------------------------

4. Uma irekhodi lifakwe kukhompyutha noma emshinini ongakwazi ukufunda kuwo:

	Liprinte irekhodi*		Printa ulwazi olukulelo rekhodi		Likhophishele kwikhompyutha lapho uzokwazi ukulifunda khona. (i-floppy, stiffer noma i-compact disc)
--	--------------------	--	---------------------------------	--	--

Uma ucele elinye lamarekhodi asebaliwe ngenhla, ungathanda ukuba uposelwe irekhodi olicelile? Ukuposa kuyakhokhelwa.

Yebo

Cha

G. Isaziso ngesiqumo esithathiwe ngesicelo sakho sokuthola ulwazi lyiphi indlela ongathanda ukwaziswa ngayo ngesinqumo esithathiwe ngesicelo sakho?

Isayindwe - indawo -----usuku-----Inyanga-----

20--

Umfaki sicelo/ umuntu ofakelwa isicelo

ABAKWA-TRANSNET KUPHELA

I-Reference number:

U-Information Officer:

Imali yesicelo (uma ikhona): R

Idiphosi (uma ikhona): R

Imali yokuthola ulwazi: R

UKUSAYINDA I-INFORMATION OFFICER/ NESEKELA LE-INFORMATION OFFICER

U-ANNEXURE 2: AMANANI ABHEKE IZINHLA ZOMPHAKATHI

UHLOBO	IMALI
1.Imali yekhophi yalelibhukwana ngokulawula kuka 5(c) - yekhasi ngalinye eliwu A4 noma ingxenye yalo.	0,60
2. Amanani okukhiqiza ngokuka 7(1) ami kanje:	
(a) Ikhasi ngalinye eliwu A4 noma ingxeye yalo	0, 60
(b) Ikhasi ngalinye eliwu A4 eligcinwe kukhompuyutha noma emshinini wokuthwala ulwazi	0,40
(c) Ikhophi ongalifunda liku khopyutha kusetsenziswa-	
i-Stiffy disc	5,00
(ii) i-Compact disc	40,00
d)(i) Ukubhala phansi izithombe ezingalingana ikhasi eliwu-A4 noma ingxenye yalo	22,00

(d)(ii) Ikhophi lezithombhe	60,00
e)(i) Ukukhiqiza umsindo ongalingana ikhasi eliwu-A4	12,00
(e)(ii) Ikhophi lomsindo	17,00
3. Imali ekhokhwa umfaki sicelo, ngaphandle kocela amarekhodi aqondene naye, njengokomgomo ka 7(2)	35,00
4. Amanani okukhiswa kwe rekhodi ekhokhwa ngumfaki sicelo njengokomgomo ka 7(3) ahamba kanje:	
4.1(a) Ikhophi ngalinye lekhasi elingu A4	0,60
(b) Ikhasi ngalinye elingalingana u-A4 eliprintwe noma elikhiswe kukhompuyutha noma emshinini	0,40
(c) Ikhophi ngalinye elingafundeka liku khopyutha kusetshenziswa-	
(i) i-Stiffy disc	5,00
(ii) i-Compact disc	40,00
(d)(i) Ukukhiqiza izithombe ezingalingana ikhasi eliwu-A4	22,00
(ii) Ikhophi lezithombe	60,00
(e)(i) Ukubhala phansi okuqukethwe umsindo ongalingana ikhasi eliwu-A4 noma ingxenye	12,00
e)(ii) Ikhophi lomsindo orekhodiwe	17,00
f) Ukufuna nokulungisa irekhodi elizokhiswa, kuzokubiza uR15.00 ihora noma ingxenye yehora	
4.2 Ngokulandela imigomo ka section 22(2), kufuneka lokhu kugcinwe:	
(a) Amahora ayisithupha kuphela ongaweqa ngaphambi kokukhokha :kanti	

(b) Kufanele umfaki sicelo akhokhe ingxenye yokuthathu njengediphozi ukuze athole irekhodi alicelile.	
4.3 Uma irekhodi lizoposwa umfaki sicelo kuzofanele akhokhe imali ephelele yokuposa	

ANNEXURE 3: ISICELO SOKUTHOLA AMAREKHODI ENKAMPANI EZIMELE

Lengxeye kufanele ihambisane nencwadi yesicelo ebhekiswe ku –Information Officer

A. Imininingwane yenkampani yakwa-Transnet noma uphiko lwayo

U-Information Officer omele: (Igama lika-Information Officer kanye nophiko akulo)

Ibhekiswe ku: _____

Uphiko lwakwa-Transnet: _____

Inombolo ye-fax: _____

Idilesi ye-e-mail: _____

B. Iminingwane yofaka isicelo sokuthola irekhodi

(a) Imininingwane yocela irekhodi kufanele inikezelwe ngenzansi.

(b) Kufanele kunikezelwe ngedilesi kanye/noma inombolo ye-fax yalapho kuzothunyelwa khona irekhodi.

(c) Isiqiniseko sesikhundla okufakwa ngaphansi kwaso isicelo, uma sikhona, kumele sihlanganiswe nalelifomu

Igama nesibongo: _____

Inombolo kamazisi: _____

Idilesi:

Inombolo ye fax: _____

Inombolo yocingo: _____

Idilesi ye-e-mail: _____

Isikhundla esisetshenziswa ukufaka isicelo; uma sifakelwa omunye umuntu:

C. Imininingwane yomuntu ofakelwa isicelo

Lengxenywe igcwaliswa KUPHELA uma isicelo sifakelwa omunye umuntu

Igama nesibongo:

Inombolo kamazisi: _____

D. Imininingwane yerekhodi:

(a) Bhala yonke imininingwane yerekhodi elicelwayo, ufake nenombolo ye-reference uma uyazi, ukuze likwazi ukutholakala irekhodi.

(b) Uma isikhala esinikeziwe sokubhala singeneli, bhala kwelinye iphepha bese ulihlanganisa naleli fomu. Umfaki sicelo kufanele awasayinde onke amaphepha okwengeza

1. Imininingwane yerekhodi noma ingxenywe edingekayo:

2. Inombolo ye-reference uma ikhona:

3. Okunye okungachaza kabanzi i-rekhodi elicelwayo

E. Amanani

(a) Isicelo sokuthola irekhodi ngaphandle kwaleso serekhodi eliqondene nawe sizobhekwa kuphela uma sekukhokhwe imali edingekayo yokufaka isicelo samarekhodi.

(b) Uzokwaziswa ngemali okufanele uyikhokhe uma ufaka isicelo.

(c) Inani lemali ekhokhwa uma sekukhiswa irekhodi incike ekutheni irekhodi elinjani lelo elikhishwayo kuphinde kubhekwe isikhathi esithathiwe likhiqizwa.

(d) Uma uvikelekile ekukhokheni izimali ezibekiwe, chaza isizathu zalokhu

Isizathu sokuvikelwa ekukhokheni:

F. Indlela yokuthola irekhodi

Uma kukhona ukukhubazeka okuthize okukuvimbela ekufundeni, ekubukeni noma ekuzweni irekhodi ngendlela elikhiqizwa ngayo ngokuka 1 ukuya ku 4 lapha ngenzansi, chaza ukukhubazeka kwakho uphinde usho indlela ozolifuna ngayo irekhodi.

Uhlobo lokukhubazeka: Indlela yerekhodi elilethwe ngayo:	Indlela ozokwazi ukuyisebenzisa
--	---------------------------------

Faka uphawu x ebhokisini elifanele:

Funda:

(a) Ukuphumelela kwendlela ocela ukuba irekhodi lilethwe ngayo ngenxa yokukhubazeka, kuncike ekutheni lukhona yini lolohlobo lwerekhodi oludingayo.

(b) Isicelo sakho singachithwa ngezizathu ezahlukene. Uma lokhu kwenzeka uzokwaziswa nanokuthi yiluphi uhlobo olungasetsenziswa.

(c) Inani lemali okufanelwe ikhokhwe uma ikhona ekutholeni lolohlobo lwe rekhodi, incike ekutheni uhlobo noma indlela enjani eceliwe.

1. Uma irekhodi libhaliwe:			
	i-khophi lerekhodi		Ukuhlolwa kwe-rekhodi
2. Uma irekhodi linokusazithombe: Lokhu kufaka izithombe, ama slides, ama video aqoshiwe, izithombe ezakhiwe nge khompyutha, imidwebho kanye nokunye.			
	Buka izithombe		kophisha izithombe
			Ukuchazwa kwezithombe
3. Uma irekhodi linamazwi aqoshiwe noma ulwazi olungaphuma njengomsindo:			
	Lalela ikhasethi elinomsindo		Ukubhala ephepheni okuqoshiwe
4. Uma irekhodi lifakwe kukhompyutha noma emshinini ongakwazi ukufunda kuwo:			
	Liprinte irekhodi*		Printa ulwazi olukulelo rekhodi
			Likhophisele kwikhompyutha lapho uzokwazi ukulifunda khona. (i-floppy, stiffer noma i-compact disc)
Uma ucele elinye lamarekhodi asebaliwe ngenhla, ungathanda ukuba uposelwe irekhodi olicelile? Ukuposa kuyakhokhelwa.			Yebo
			Cha

G. Imininingwane yelungelo elizosetshenziswa noma elizovikelwa ngokuthola leli-rekhodi

Uma lesi sikhala esinikeziwe singeneli, qhubeka ubhale kwelinye iphepha bese ulihlanganisa naleli fomu. Umfaki sicelo kufanele asayinde onke amaphepha ahlnganiswe naleli.

1. Bhala ukuthi yiliphi ilungelo elizosetshenziswa noma livikelwe

2. Chaza ukuthi irekhodi elicelwayo lizosiza ngani ekusetshenzisweni noma ekuvikeleni lelo lungelo:

H. Isaziso ngesinqumo mayelana nesicelo sokuthola irekhodi:

Uzobhalelwa waziswe ngokuthi isicelo sakho siphumelele noma cha. Uma kunezinye izindlela ongathanda ukwaziswa ngazo ngesicelo sakho ngaphandle kokubhalelwa, chaza leyo ndlela bese ubhala nemininingwane ehambisana nayo.

Iyiphi indlela ongathanda ukwaziswa ngayo ngesicelo sakho:

Indawo: _____ usuku _____ inyanga _____ 200_

Ukusayinda: Umceli werekhodi/ ofakelwa isicelo sokuthola irekhodi

ABAKWA-TRANSNET KUPHELA

I-Reference number:

U-Information Officer:

Imali yesicelo (uma ikhona): R

Idiphozi (uma ikhona): R

Imali yokuthola imvume: R

Isayindwe ngu INFORMATION OFFICER/ ISEKELA likaINFORMATION OFFICER

ANNEXURE 4: IZIMALI EZIKHOKHWA NGOKHE BHIZINISI ELIZIMELE

UHLOBO	IMALI
1.Imali yekhophi yalelibhukwana ngokulawula kuka 5(c) - yekhasi ngalinye eliwu A4 noma ingxenye yalo.	0,60
2. Amanani okukhiqiza ngokuka 7(1) ami kanje:	
(a) Ikhasi ngalinye eliwu A4 noma ingxeye yalo	0, 60
(b) Ikhasi ngalinye eliwu A4 eligcinwe kukhompuyutha noma emshinini wokuthwala ulwazi	0,40
(c) Ikhophi ongalifunda liku khopyutha kusetsenziswa-	
i-Stiffy disc	5,00
(ii) i-Compact disc	40,00
d)(i) Ukubhala phansi izithombe ezingalingana ikhasi eliwu-A4 noma ingxenye yalo	22,00
(d)(ii) Ikhophi lezithombhe	60,00
e)(i) Ukukhiqiza umsindo ongalingana ikhasi eliwu-A4	12,00
(e)(ii) Ikhophi lomsindo	17,00
3. Imali ekhokhwa umfaki sicelo, ngaphandle kocela amarekhodi aqondene naye, njengokomgomo ka 7(2)	35,00
4. Amanani okukhiswa kwe rekhodi ekhokhwa ngumfaki sicelo njengokomgomo ka 7(3) ahamba kanje:	
4.1(a) Ikhophi ngalinye lekhasi elingu A4	0,60
(b) Ikhasi ngalinye elingalingana u-A4 eliprintwe noma elikhiswe kukhompuyutha noma emshinini	0,40
(c) Ikhophi ngalinye elingafundeka liku khopyutha kusetsenziswa-	

(i) i-Stiffy disc	5,00
(ii) i-Compact disc	40,00
(d)(i) Ukukhiqiza izithombe ezingalingana ikhasi eliwu-A4	22,00
(ii) Ikhophi lezithombe	60,00
(e)(i) Ukubhala phansi okuqukethwe umsindo ongalingana ikhasi eliwu-A4 noma ingxenye	12,00
e)(ii) Ikhophi lomsindo orekhodiwe	17,00
f) Ukufuna nokulungisa irekhodi elizokhiswa, kuzokubiza uR15.00 ihora noma ingxenye yehora	
4.2 Ngokulandela imigomo ka section 22(2), kufuneka lokhu kugcinwe:	
(a) Amahora ayisithupha kuphela ongaweqa ngaphambi kokukhokha :kanti	
(b) Kufanele umfaki sicelo akhokhe ingxenye yokuthathu njengediphozi ukuze athole irekhodi alicelile.	
4.3 Uma irekhodi lizoposwa umfaki sicelo kuzofanele akhokhe imali ephelele yokuposa	

TRANSNET LIMITED
TRANSNET LIMITED
INFORMATION MANUAL
BUKANA YA TLHAHISOLESING

AS REQUIRED BY SECTION 14 OF THE PROMOTION OF ACCESS
TO INFORMATION ACT

HO LATELA KAROLO YA 14 YA MOLAO WA KGOTHALETSO YA
PHUMANTSHO YA TLHAHISOLESING

Revision date:
11 May 2011

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ANNEXURE 4: FEES IN RESPECT OF PRIVATE BODIESError! Bookmark not defined.

SEHLOMATHISO SA 4: DITEFISO MABAPI LE MEKGATLO YA PORAEFETE:

1. INTRODUCTION

SELELEKELA

This information manual ("the Manual") is published in terms of Section 14 of the Promotion of Access to Information Act No. 2 of 2000 (the "Act").

Bukana ya tlhahisoleseding ("bukana ena ya ditaelo") e phatlalatswa ho ya ka Karolo ya 14 ya Molao wa Nomoro ya 2 wa 2000 ("Molao") wa Kgothaletso ya Phumantsho ya Tlhahiso-leseding.

The Act gives effect to the provisions of Section 32 of the Constitution which provides for the right of access to information held by the State and to information held by another person that is required for the exercise and/or protection of any right.

Molao ona o tlatsela dipehelo tsa Karolo ya 32 ya Molao wa Motheo e dumellang tokelo ya phumantsho ya tlhahiso-leseding e matleng a mmuso le tlhahisoleseding e matleng a motho e mong e hlokwang mabapi le bakeng sa tshebediso le/kappa tshireletso ya tokelo efe kapa efe.

The purpose of the Act is to foster a culture of transparency and accountability in both the public and private sectors by affording any person the right of access to information to enable them to exercise and protect all of their rights to the full extent required.

Sepheo sa Molao ona ke ho kgothaletsa tlwaelo ya phatlalatso ya tlhahisoleseding ya ditaba le boikarabelo setjhabeng le mekgatlong ya poraefete ka ho fa motho ofe kapa ofe tokelo ya ho fumantshwa tlhahiso-leseding ho dumella batho ho sebedisa le ho sireletsa ditokelo tsohle tsa bona ka botlalo ho ya ka moo ho hlokehang ka teng.

The purpose of this Manual is to set out the procedures to be followed and criteria that have to be met for anyone (the "requester") to request access to records in the possession or under the control of Transnet Limited and its Operating Divisions ("Transnet").

Sepheo sa Bukana ena ya Ditaelo ke ho hlalosa ditsamaiso tse lokelang ho latelwa le dipehelo tse lokelang ho phethiswa mabapi le mang le mang (c) 2007. For Transnet use only 5 ("mokopi") hore etsa kopo ya ho fumantshwa direkoto tse matleng kapa tse taolong ya Transnet Limited le Makala a Tshebebetso (Operating Divisions) ("Transnet").

2. AVAILABILITY OF THIS MANUAL/

HO FUMANEA HA BUKANA ENA YA DITAELO

This Manual can be accessed on our website at www.transnet.co.za or by requesting a copy by e-mail from the relevant Information Officer as provided for in paragraph 4 below. The Manual may also be obtained from the South African Human Rights Commission.

Bukana ena ya Ditaelo e ka fumaneha webesaeteng ya rona ya www.transnet.co.za kapa o ka kopa khopi ka "e-mail" Ofisiring e lokelang ya Merero ya Tlhahiso-leseding ho ya ka serapana sa 4 ka tlase. Hape Bukana ena e fumaneha ho ba Khomishene ya Ditokelo tsa Botho ya Afrika Borwa.

3. FUNCTIONS AND STRUCTURE OF TRANSNET

MESEBETSI LE SEBOPEHO SA TRANSNET

Transnet is a publicly-owned bulk freight transport and logistics company with the South African Government as its sole shareholder.. Transnet comprises of its ports, rail and pipeline assets. Transnet's 4 point turn-around plan resulted in the disposal of assets or businesses which do not form part of the building of a world-class bulk freight transport and logistics company.

Transnet ke khampane ya setjhaba ya dipalangwang tse thotang thepa e ngatangata le ya dilojisitiki/ditshebeletso eo monga yona e leng Mmuso wa Afrika Borwa. Transnet e kenyeletsa thepa ya dikoung, diterene le dipeipi. Morero wa Transnet wa dintlha tse 4 o ile wa baka hore ho qetelle ho nyahladitswe thepa kapa dikgwebo tseo e seng karalo e ahang khampane ya maemo a babatsehang lefatsheng ya dipalangwang tse thotang thepa le ya dilojisitiki/ditshebeletso. (c) 2007. For Transnet use only 6 Transnet is made up of the following Operating Divisions: Transnet e bopitwe ka Makala a latelang a Ditshebeletso:

3.1 Transnet Freight Rail: Transnet's freight rail division (formerly known as Spoornet);

Lekala la Dipalangwang Tse Thotang Thepa la Transnet (Transnet Freight Rail) (Leo pele le neng le bitswa Spoornet)

3.2 Transnet National Ports Authority: The main function of the Authority is to **own, manage, control** and **administer** ports to ensure their efficient and economic functioning

Lefapha la Taolo ya Dikou la Naha la Transnet (Transnet National Ports Authority). Mosebetsi wa bohlokwahlokwa wa Lefapha lena ke **ho ba beng, ho tsamaisa, ho laola le ho beha leihlo** dikou ho etsa bonnete ba hore di a sebetse mme di sebetse ka tsela e bolokang tijelete.

3.3 Transnet Port Terminals: Previously known as SAPO was established in 2000 when Portnet was divided into Operations and Landlord businesses called South African Port Operations (SAPO) and National Ports Authority (NPA) respectively and its main function is cargo terminal operations.

Lefapha la Ditheminala tsa Dikou la Transnet (Transnet Port Terminals): Leo pele le neng le bitswa SAPO le ile la thehwa ka selemo sa 2000 nakong eo Portnet e neng e arolwa ho ya ka makala a Dikgwebo tsa Mosebetsi le Beng a neng a bitswa Lekala la Mosebetsi ya Dikou tsa Afrika Borwa (SAPO) le Lekala la Taolo ya Dikou la Naha (NPA) mme leo mosebetsi wa lona o moholo e leng mosebetsi ya ditheminala tsa thepa.

3.4 Transnet Pipelines: Transnet's fuel and gas pipeline Division, which, pumps and manages the storage of petroleum and gas products through its network of high-pressure, long distance pipelines; and (formerly known as Petronet);

Lefapha la Diipeipi la Transnet (Transnet Pipelines): Lena ke Lekala la Transnet la diipeipi tsa mafura le kgase, le pompang le ho tsamaisa poloko ya dihlahiswa tsa petrole le kgase ka ho sebedisa marangrang a lona a diipeipi tsa kgateello e phahameng, tse tsamayang sebaka se selelele, mme (leo pele le neng le bitswa Petronet);

3.5 Transnet Rail Engineering: Transnet's rolling stock maintenance Division (formerly known as Transwerk).

Lefapha la Boenjenera la Dipalangwang: E leng Lekala la mereroi ya ditokiso la Transnet (leo pele le neng le bitswa "Transwerk".)

4 INFORMATION OFFICERS AND CONTACT DETAILS/ BAHLANKA BA MERERO YA TLHAHISO-LESEDING LE DINTLHA TSA IKOPANYA LE BONA

- 4.1 In terms of the Act, the chief executive officer of a public body is automatically designated as Chief Information Officer. Transnet's Group Chief Executive's details are as follows:

Ho ya ka Molao ona, Ofisiri e ka Sehloohong ya Phethahatso (CEO) wa mokgatlo wa setjhaba o nkwa jwaloka Ofisiri e ka Sehloohong ya Tlhahiso-leseding. Dintlha tsa ho ikopanya Ofisiri eka Sehloohong ya Komiti ya Transnet ketse hlahellana:

- 4.2 Brian Molefe Group Chief Executive, / ke Ofisiri e ka Sehloohong ya Komiti ya Phethahatso (GCE)

- 4.3 Transnet, 49th Floor, Carlton Centre, 150 Commissioner Street, Johannesburg. / Transnet Mokatong wa 49, Carlton Centre 150 Seterateng sa Khomishenare, Johannesburg

- 4.4 Tel: 011 – 308 2235/ Mohala: 011 – 308 2235

- 4.5 Fax: 011 – 308 2315/ Fexe: 011 – 308 2315

- 4.6 Requesters are required to address all requests to the relevant Deputy Information Officer, Transnet Limited or of any of its Operating Divisions at the contact details listed below.

Bakopi ba lokela ho romela dikopo tsohle tsa bona ho Motlatsi wa Ofisiri ya Merero ya Tlhahiso-leseding, Transnet Limited, kapa ho le leng la Mafapha a Mesebetsi (Operating Divisions) diatereseng tse hlahellang ka tlase.

- 4.7 Requests directed to the Transnet Group (and not a particular Operating Division) must be directed to the Deputy Information Officer as follows

Dikopo tse romelwang ho ba Mokgatlo wa Transnet (Transnet Group) (e seng Lekaleng le itseng la Mesebetsi) di lokela ho romelwa ho Motlatsi wa Mohlanka wa Tlhahiso-leseding ka tsela ena:

Mr Brian Molefe
Group Chief Executive
Transnet
49th Floor, Carlton Centre
150 Commissioner Street
Johannesburg

PO Box 72501

Parkview

2122

e-mail: Brian.Molefe@Transnet.net / Zanele.Mbele@Transnet.net

5. SOUTH AFRICAN HUMAN RIGHTS COMMISSION ("SAHRC") GUIDE ON THE ACT**TATAISO YA BA KHOMISHENE YA DITOKELO TSA BOTHO YA AFRIKA BORWA ("SAHRC") MABAPI LE MOLAO ONA**

A guide to the Act and the rights of requesters is available from the SAHRC or from their website: www.sahrc.org.za/

Tataiso mabapi le Molao ona le ditokelo tsa bakopi di fumaneha ho ba Khomishene ya Ditokelo tsa Botho ya Afrika Borwa (SAHRC) kapa webesaeteng ya bona: www.sahrc.org.za.

Should you have any queries in this regard, please contact the SAHRC directly at: The South African Human Rights Commission: PAIA Unit; The Research and Documentation Department; Postal address: Private Bag 2700, Houghton, 2041; Telephone: +27 11 484-8300; Fax: +27 11 484-0582; Website: www.sahrc.org.za; E-mail: paia@sahrc.org.za /

Haeba o batla ho tseba ho hong mabapi le taba ena, re kopa hore o ikopanye le ba Khomishene ya Ditokelo tsa Botho ka ho otloloha atereseng ena: Khomishene ya Ditokelo tsa Botho ya Afrika Borwa (SAHRC): PAIA Unit, The Research and Documentation Department, Aterese ya Poso: Private Bag 2700, Houghton, 2041; Mohala: +27 11 484-8300; Fexe +2 11 484-0582; Webesaete: www.sahrc.org.za; E-mail: paia@sahrc.org.za.

HOW TO REQUEST ACCESS TO RECORDS HELD BY TRANSNET

O KA ETSA KOPO JWANG YO HO FUMANTSHWA DIREKOTO TSE TSHWERWENG KE BA TRANSNET

The following steps must be considered before submitting a request:

Mehato e latelang e lokela ho nahanwa pele o ka etsa kopo:

6.1 Step 1: Are you entitled to use the Act to request access?

Mohato wa 1: Na o na le tokelo ya ho sebedisa Molao ho kopa hore o fumantshwe direkoto?

6.1.1 Please take note of section 7(1) of the Act which states:

Ela hloko karolo ya 7(1) ya Molao e reng:

"This Act does not apply to a record of a public body or a private body if—

"Molao ona ha o no sebetsa mabapi le rekoto (tokomane) ya mokgatlo wa setjhaba kapa mokgatlo wa poraefete haeba-

(a) that record is requested for the purpose of criminal or civil proceedings;

Rekoto eo e kopjwa ka morero wa ho etsa ditlolo tsa molao kapa bakeng sa dinyewe tsa diqosano(ditsekisano).

(b) so requested after the commencement of such criminal or civil proceedings, as the case may be; and

ha e kopjwa jwalo ka mora ho qala ha dinyewe tsa mofuta o jwalo tsa ditlolo tsa molao kapa tsa diqosanao/ditsekisano), ho tla tswa feela hore ke nyewe efe; mme

(c) the production of or access to that record for the purpose referred to in paragraph (a) is provided for in any other law."

e le hore tlhahiso kapa phumantsho ya rekoto eo bakeng sa morero o seng o boletswe serapeng sa (a) e kenyeleditswe molaong o mong."

6.1.2 If section 7(1) applies, you may not bring a request in terms of this Act. You must use the rules and procedures for discovery of information of the relevant legal forum and proceedings you are

involved in. Transnet reserves the right to claim all expenses and other damages incurred as a result of a requester submitting a request in contravention of section 7(1).

Haeba karolo ya 7(1) e dumellana jwalo, o ke ke wa etsa kopo ho ya ka Molao ona. O ka nna wa sebedisa melawana le ditsamaiso bakeng sa ho iphumanela tlhahiso-leseding ya foramo e lokelang ya molao le ya merero eo o amehang ho yona. Ba Transnet ba na le tokelo ya ho tseka hore ba lefshwe bakeng sa ditjoe tsohle le ditshenyehelo tse ding tse bileng teng ka lebaka la hobane mokopi a ile a tlola molawana wa karolo ya 7(1) ha a ne a etsa kopo.

- 6.1.3 Please have regard to section 45 of the Act which entitles Transnet to refuse a request for access to a record if: (a) the request is manifestly frivolous or vexatious; or (b) the work involved in processing the request would substantially and unreasonably divert the resources of Transnet.

Ela hloko karolo ya 45 ya molao o fang ba Transnet tokelo ya ho hana kopo ya phumantsho ya rekoto haeba: (a) kopo e jwalo e le e sa tsebisahaleng kapa e ferekanyang; kapa (b) e le hore mosebetsi o amehang bakeng sa ho sebetsana le kopo e jwalo o tla sitisa mehlodi ya ba Transnet haholo mme ka mabaka a sa utlwalheng.

6.2 Step 2: Does the information requested exist in the form of a record?

Mohato wa 2: Na tlhahisoleseding e kopuwang e fumaneha e le ka sebopeliso sa rekoto?

- 6.2.1 Please note that the Act only applies to records which are in existence at the time of us receiving your request.

Ela hloko hore Molao ona o sebetsa feela direktong tse fumanehang nakong eo rona re amohelang kopo ya hao.

- 6.2.2 The Act does not compel anyone to create a record which is not yet in existence at the time the request is made. For instance, the Act cannot be used to obtain reasons for a decision taken by Transnet if such reasons are not in the form of a record.

Molao ha o tlame mang kapa mang mabapi le ho qala rekoto e so kang e ba teng nakong eo ho etswang kopo. Mohlala, Molao o ke ke wasebediswa bakeng sa ho fumantshwa mabaka bakeng sa qeto e entsweng ke ba Transnet haeba mabaka a jwalo e se karolo ya rekoto.

- 6.2.3 If you are not sure whether the record exists, please indicate that to us in the relevant request form.

Haeba o se na bonnete b hore rekoto e jwalo e teng, re kopa o re tsebise ka taba eo ka ho tlatsa foromo e lokelang ya kopo.

6.3 Step 3: Is the record in the possession or under the control of Transnet?

Mohato wa 3: Na rekoto e matleng kapa e taolong ya ba Transnet?

- 6.3.1 Transnet is a large organisation and the search for records requested may involve substantial time, resources and expenses.

Transnet ke mokgatlo o moholo, mme ho batlana le direkoto tse kopilweng ho ka nka nako e ngata, ho kenyelletswa le mehlodi le ditshenyehelo.

The Act provides that the record requested must be in the possession or under the control of Transnet. However, for the purposes of this Act, a record in the possession or under the control of (a) a Transnet official or (b) an independent contractor engaged by Transnet, is regarded as

being a record of that public body or private body, respectively. If you are not sure whether the record is in the possession or under the control of Transnet, please indicate that to us in the relevant request form.

Molao o laela hore rekoto e kopjwang e lokela hore e be matsohong le taolong ya ba Transnet. Leha ho le jwalo, bakeng sa merero ya Molao ona, rekoto e matsohong kapa e taolong ya (a) mohlanka wa Transnet kapa (b) motho ya ikemetseng ya fuweng konteraka ke ba Transnet, e nkwa e le rekoto ya mokgatlo wa setjhaba kapa mokgatlo wa poraefete, ho ya ka tshwanelo.

- 6.3.3 As referred to earlier, section 45(b) of the Act entitles Transnet to refuse a request for access to a record if the work involved in processing the request would substantially and unreasonably divert the resources of Transnet.

Jwalo ka ha ho se ho boletswe pele, karolo ya 45(b) ya Molao e dumella ba Transnet ho hana kopo ya phumantsho ya rekoto haeba mosebetsi o amehang bakeng sa sebetsana le kopo o tla baka tshenyehelo e kgolo ya mehlodi ya ba Transnet ka mabaka a sa utlwahaleng.

6.4 Step 4: Should you bring the request in terms of Chapter 2 or 3 of the Act?

Mohato wa 4: Na o lokela ho etsa kopo ho ya ka Kgaolo ya 2 kapa ya 3 ya Molao?

- 6.4.1 Although Transnet is a public body as referred to in subsection (b)(ii) of the definition of a public body in the Act, there may be certain instances where Transnet must be regarded as a private body in terms of Section 8 of the Act.

Leha Transnet e le mokgatlo wa setjhaba jwaloka ha ho se ho boletswe karolwaneng ya (b)(ii) e mabap le tthaloso ya mokgatlo wa setjhaba e Molaong ho ka nna ba na le moo Transnet e ka nkwang e le mokgatlo wa poraefete ho ya ka Karolo ya 8 ya Molao.

- 6.4.2 In determining if Transnet qualifies as a private body, the *conduct* of Transnet should be considered and particularly whether its actions qualify as administrative in nature. Whether particular conduct constitutes administrative action depends primarily on the nature of the power that is being exercised rather than the identity of the person (i.e. Transnet) who exercises it.

Ho qeta ka hore na Transnet e lokela ho ba mokgatlo wa poraefete kapa tjhe, ho tla lokela ho nahanwe ka *boitshwaro* ba Transnet mme haholoholo mabapi le hore na diketso tsa yona ke tsamiso na. Hore na boitshwaro bo bontsha ketso ya tsamaiso kapa tjhe ho tla itshetleha haholoholo mofuteng wa matla a sebediswang ho ena le hore ke motho mang (ke hore Transnet) ya a sebedisang.

The following general rules can be considered as guidelines:

Melawana e latelang ya kakaretso e ka nkwa e le ditataiso:

- 6.4.3 *Transnet as a public body:* Transnet will generally qualify as a public body where the records relate or are relevant to the exercise of public power or the performance of a public function in terms of any legislation.

Transnet jwalo ka mokgatlo wa setjhaba: Ka kakaretso Transnet e tshwanela ho ba mokgatlo wa setjhaba oo ho oona direkoto di amanang kapa di dumellanang le phethiso ya matla a setjhaba kapa bokgoni ba mosebetsi wa setjhaba ho ya ka molao.

- 6.4.4 *net as a private body*: In employee related matters such as disciplinary proceedings, Transnet generally does not exercise a "public power" and it will therefore qualify as a private body for purposes of the Act.

Transnet jwaloka mokgatlo wa poraefete: Ditabeng tse amanang le basebetsi jwaloka ditsamaiso tsa kgalemo, ka kakaretso Transnet ha e sebedise "matla a setjhaba" mme ka lebaka leo e tla tshwanela ho ba mokgatlo wa poraefete bakeng sa merero ya molao.

6.5 Step 5: Form of Request

Mohato wa 5: Foromo ya kopo

6.5.1 Transnet jwaloka mokgatlo wa setjhaba

- 6.5.1.1 Requests for access to records held by Transnet in its capacity as a public body must only be made on the request form prescribed by the Act, a copy of which is attached as **Annexure 1**.

Dikopo bakeng sa ho fumantshwa direkoto tsa ba Transnet jwaloka mokgatlo wa setjhaba di lokela o etswa feela ka foromo ya kopo ho ya ka taelo ya Molao, mme khopi ya yona e tla kenyeletswa e le **Sehlomathiso sa 1**.

- 6.5.1.2 If you wish to type in your information into an MS Word version of the request form, please send an email to the relevant Information Officer in order to email you a copy.

Haeba o lakatsa ho thaepa dintlha tsa hao ka mokgwa "MS Word" wa foromo ya kopo, re kopa hore o romele 'email' ho Ofisiri e lokelang ya Tlhahiso-leseding hore a tle a kgone ho o romella khopi.

6.5.1 Transnet jwaloka mokgato wa poraefete

- 6.5.2.1 Requests for access to records held by Transnet in its capacity as a private body must only be made on the request form prescribed by the Act, a copy of which is attached as **Annexure 3**.

Dikopo bakeng sa ho fumantshwa direkoto tsa ba Transnet jwaloka mokgatlo wa poraefete di lokela o etswa feela ka foromo ya kopo ho ya ka taelo ya Molao, mme khopi ya yona e tla kenyeletswa e le **Sehlomathiso sa 3**.

- 6.5.2.2 Please note that in respect of requests where Transnet qualifies as a private body, you must clearly state the right you seek to protect or enforce.

Ela hloko mabapi leha o etsa dikopo moo Transnet e leng mokgatlo wa poraefete, hore o tla lokela ho bolela ka ho hlaka tokelo eo o batlang ho e sireletsa kapa ho e sebedisa.

- 6.5.2.3 If you wish to type in your information into an MS Word version of the request form, please send an email to the relevant information officer in order to email you a copy.

Haeba o lakatsa ho thaepa dintlha tsa hao ka mokgwa wa "MS Word" wa foromo ya kopo, re kopa hore o romele 'email' ho Ofisiri e lokelang ya Tlhahiso-leseding hore a tle a kgone ho o romella khopi.

7. CONSIDERING YOUR REQUEST

HO HLAHLOJWA (SEKASEKWA) HA KOPO YA HAO

7.1 Subject to the provisions of the Act, access to records requested from Transnet will only be given if –

Ho latela dipehelo tsa Molao, phumantso ya direkoto tse kopjwang ho ba Transnet e tla dumellwa feela haeba:

- all the procedural requirements set out in the Act relating to a request are met; and
- ditlhokeho kaofela tsa tsamaiso tse teng Molaong tse amanang le kopo di a phethiswa; mme hape
- access to the requested record/s is not refused in terms of any ground for refusal set out in the Act.
- phumantsho ya rekoto/direkoto tse kopjwang ha e hanwe ho ya ka lebaka lefe kapa lefe la ho hana kopo jwaloka ha ho hlalositse Molaong.

7.2 The grounds of refusal are outlined in Part 2 of Chapter 4 and Part 3 Chapter 4 and includes mandatory protection of –

Mabaka a ho hana kopo a hlalositse Karolong ya 2 ya Kgaolo ya 4 le Karolong ya 3 ka Kgaolo ya 4 mme a kenyelletsa tshireletso e tlamang ya -

- 7.2.1 commercial information of third party;
tlhahisoleseding ya merero ya kgwebo ya motho wa boraro
- 7.2.2 certain confidential information;
lhahisoleseding e itseng ya lekunutu (sephiri)
- 7.2.3 safety of individuals, and protection of property;
tshireletso ya batho, le tshireletso ya thepa
- 7.2.4 records privileged from production in legal proceedings;
direkoto tse ikgethang tse tswang tlhahisong ya ditsamaiso tsa molao ?
- 7.2.5 economic interests and financial welfare of Republic and commercial activities of public bodies;
ditabatabelo tsa moruo/ikhonomi le dithuso tsa ditjhelete tsa Rephaboliki le merero ya kgwebo ya mekgatlo ya setjhaba
- 7.2.6 research information of third party, and protection of research information of public body; or
tlhahisoleseding ya diphuputso ya motho/mokga wa boraro, le tshireletso ya tlhahisoleseding ya diphuputso ya mekgatlo wa setjhaba; kapa

7.2.7 certain information regarding the operations of public bodies.

Tlhahisoleseding e itseng e mabapi le mesebetsi ya mekgatlo ya setjhaba.

7.3 Transnet may also refuse requests that are manifestly frivolous or vexatious or that will lead to a substantial and unreasonable diversion of resources.

Hape ba Transnet ba ka hana dikopo tse sa tlwahaleng kapa tse ferekanyang kapa tse ka bakang tshenyehelo e kgolo ya mehlodi ka mabaka a sa utlwahaleng.

8 PRESCRIBED FEES

DITEFISO TSE BEHILWENG

8.1 The Act sets out two types of fees, namely a request fee and an access fee, that are required to be paid prior to Transnet accessing the request for information.

Molao o na le mefuta e mmedi ya ditefiso, e leng *tefiso ya kopo* le *tefiso ya phumantsho*, tse lokelang ho lefshwa pele ba Transnet ba fumana kopo ya tlhahisoleseding.

8.2 A personal requester, i.e. a requester who requests access to a record containing personal information is not required to pay the request fee. Any other requester will be required to pay such fee, subject to the exemptions listed below.

Mokopi wa sebele, ke hore mokopi ya etsang kopo ya ho fumantshwa rekoto e nang le dintlha tsa hae ha a tlameha ho lefa tjhelete ya kopo. Mokopi e mong feela o tlameha ho lefa tjhelete eo, feela ho ya ka menyetla (mekgelo) e itseng e boletsweng ka tlase

8.3 Where Transnet acts as a **public body** –

Moo Transnet e sebetsang jwaloka **mokgatlo wa setjhaba** -

8.3.1 the fees for reproduction of this manual and records are listed in **Annexure 2**;

ditefiso bakeng sa ho etsa hape bukana ena le direkoto di hlahella **Sehlomathisong sa 2**

8.3.2 the request fee payable by every requestor, other than a personal requestor is listed in Annexure 2;

tefiso ya kopo lefshwang ke mokopi e mong le e mong, ntle le mokopi eo e leng monga kopo ka sebele e hlahella **Sehlomathisong sa 2**.

8.3.3 the access fees payable by a requester referred to section 22(7), unless exempted under section 22(8), of the Act are listed in Annexure 2.

Ditefiso tse lefshwang ke mokopi tsa phumantsho ya tlhahiso-leseding e boletsweng karolong ya 22(7), ntle leha di sa kenyeletswa tlasa karolo ya 22(8), ya Molao di hlahella **Sehlomathisong sa 2**

8.4 Where Transnet acts as a **private body** –

Moo Transnet e sebetsang jwaloka **mokgatlo wa poraefete**

8.4.1 the fees for reproduction of voluntarily disclosed and automatically available records are listed in **Annexure 4**;

ditefiso bakeng sa katiso ya direkoto tse phatlaladitsweng ka boithaopo le tse dulang di fumaneha ha id batlwa di hlahella **Sehlomathisong sa 4;**

8.4.2 the request fee payable by a requestor other than a personal requestor is listed in Annexure 4;

tefiso e lefshwang ke mokopi eo e seng mokopi wa sebele e hlahella **Sehlomathisong sa 4;**

8.4.3 the access fee payable by a requestor, unless exempted, are listed in Annexure 4.

ditefiso tsa phumantsho tse lefshwang ke mokopi, ntle leha di sa kenyeletswe, di hlahella **Sehlomathisong sa 4.**

8.5 Exemptions

Mekgelo

8.5.1 The following persons are exempt from paying access fees:

Batho ba latelang ha ba kenyeletswe ditefisong tsa phumantsho ya tlhahisoleseding:

8.5.1.1 a single person whose annual income, after permissible deductions does not exceed R14 712, 00 per annum; and

Motho ya sa nyalang/nyalwang eo moputso wa hae ka selemo, ka mora diphokotso tse itseng tse dumeletsweng o sa feteng R14 712,00 ka selemo; le

8.5.1.2 married persons or a person and his or her life partner whose annual income, after permissible deductions does not exceed R27 192, 00 per annum.

batho ba nyalaneng kapa motho le molekane wa hae wa ka nako tsohle bao moputso wa bona ka selemo, ka mora diphokotso tse itseng tse dumeletsweng o sa feteng R27 192,00 ka selemo.

8.5.2 Where the cost of collecting any fee in respect of the search and preparation of a record for disclosure, exceeds the amount charged, such fee does not apply.

moo tshenyehelo ya ho bokeletsa tijelete efe kapa efe mabapi le ho batlana le ho hlophisa rekoto bakeng sa phatlalatso, e fetang tijelete e lokelang ho lefshwa, tefiso e jwalo ha e no sebetsa.

8.5.3 The access fee in respect of the search, preparation and disclosure of records does not apply to the personal record of a requester.

Tefiso ya phumantsho mabapi le ho batla, ho hlophisa le ho phatlalatsa direkoto ha e no sebetsa rekotong ya sebele ya mokopi.

8.5.4 The request and access fees do not apply to a record requested by a maintenance officer or maintenance investigator for purposes of a maintenance investigation or inquiry in terms of the provisions of the Maintenance Act No. 99 of 1998 or the regulations made under section 44 of that Act.

Kopo le tefiso ya phumantsho ya tlhahisoleseding ha e no sebetsa rekotong e kopjwang ke ofisiri ya merero ya sapoto kapa mofuputsi wa merero ya sapoto bakeng sa merero ya diphuputso tsa

disapoto kapa dipatlisiso ho ya ka dipehelo tsa Molao wa Merero ya Sapoto wa Merero ya Sapoto wa Nomoro ya 99 wa 1998 kapa melawana e welang tlasa karolo ya 44 ya Molao oo.

9. RECORDS AUTOMATICALLY AVAILABLE

DIREKOTO TSE DULANG DI FUMANEHA

We hereby provide you with a list of record categories that are automatically available to requesters as required by section 15 of the above Act.

Mona re o hlalsetsa lenane la dihlopha ta direkoto tse dulang di fumaneha ha di batlwa ke bakopi ho latela karolo ya 15 ya Molao o boletsweng ka hodimo.

A: RECORDS AUTOMATICALLY AVAILABLE FOR FREE

A: DIREKOTO TSE DULANG DI FUMANEHA MAHALA

No Nomoro	Description Tlhaloso
1	The Annual Report of Transnet Raporoto ya Selemo ya Transnet
2	Documentation and information relating to Transnet which is held by the Registrar of Companies Ditokomane le tlhahisoleseding e mabapi le Transnet e tshwerweng ke Morejisetarara wa Dikhampane

All records listed above are only available for free subject to available stock in print at any given time. Access to these records will be granted to requesters in respect of a request for access to records, subject to the provisions of the Promotion of Access to Information Act, 2000.

Direkoto kaofela tse boletsweng ka hodimo di fumaneha mahala ha feela setoko se sa le teng kgatisong neng le neng. Tumello ya thola direkoto tsena e tla fuwa bakopi ho ya ka kopo ya phumantsho ya direkoto, ho latela dipehelo tsa Molao wa Kgothaletso ya Phumantsho ya Tlhahisoleseding ya selemo sa 2000.

B: RECORDS AUTOMATICALLY AVAILABLE SUBJECT TO PAYMENT OF PRESCRIBED FEE

B. DIREKOTO TSE DULANG DI FUMANEHA HA FEELA HO KA LEFSHWA TEFISO E BEHILWENG

No Nomoro	Description Tlhaloso
1	All documents relating to the incorporation of Transnet that are retained by the Corporate Centre/ Ditokomane kaofela tse mabapi le ho kenyeletswa ha Transnet tse tshwerweng ke ba Senthara ya Dikoprasi (Corporate Centre).
2	Laws, regulations and bylaws that govern the functioning and conduct of Transnet.

	Melao, ditaello le melawana e tsamaisang tshebetso le boitshwaro ba Transnet.
3	Details of auditors of the Corporate Centre. Dintlha tsa bahlahlobi ba dibuka ba Senthara ya Dikoporasi
4	Details of actuaries of the pension scheme and the medical aid fund utilized by Transnet. Dintlha tsa boradipalopalo ba mokgatlo wa dipenshene le mokgatlo wa letlolele la thuso ya tsa bongaka ba sebediswang ke Transnet.
5	Rules of benefit, housing and medical schemes and funds. Melao ya monyetla, phumantsho ya matlo le mekgatlo ya thuso ya bongaka le matlole.
6	Newsletters. Diraporoto tsa mokgatlo

Requesters will be advised of prescribed fees on receipt of a request for access to records. Access to these records will be granted to requesters in respect of a request for access to records, subject to the provisions of the Promotion of Access to Information Act, 2000.

Bakopi batl'la eletswe mabapi le ditefiso tse behilweng ha ho amohelwa kopo bakeng sa phumantsho ya direkoto. Tumelllo ya ho thola direkoto tsena e tla fuwa bakopi ha ba entse kopo (c) 2007. For Transnet use only 23

ya ho fumantshwa direkoto, ho latela Dipehelo tsa Molao wa Phumantsho ya Tlhahisoleseding selemo sa 2000.

10. SERVICES AVAILABLE TO THE PUBLIC

DITSHEBELETSO TSE NEHELWANG SETJHABA

10.1 Transnet National Ports Authority

Lefapha la Taolo ya Dikou la Naha la Transnet

10.1.1 Plans, provides, maintains and improves port infrastructure.

Le a rera, le a fana, le a lokisa le ho ntlafatsa menyetla ya dikou.

10.1.2 Prepares and periodically updates a port development framework plan for each port, which must reflect the Authority's policy for port development and land use within such port.

Le a hlophisa mme nako le nako le fane ka dintlha tsa morero wa moralo wa ntshetsopele ya dikou bakeng sa kou ka nngwe, tse lokelang ho hlahella leanong la Lefapha bakeng sa ntshetsopele ya kou le tshebediso ya lefatshe ka hara kou e jwalo.

10.1.3 Provides or arranges for road and rail access within ports.

- E a fana kapa e hlophisa ho kena ha ditsela le diporo ka hara dikou.
- 10.1.4 Maintains the sustainability of the ports and their surroundings.
- E boloka maemo a dikou le ditikoloho tsa tsona.
- 10.1.5 Regulates and controls the development of ports.
- Le laela le ho laola ntshetsopele ya dikou.
- 10.1.6 Controls land use within ports, and has the power to let land under such conditions as the Authority may determine.
- Le laola tshebediso ya lefatshe ka hara dikou, mme le na le matla a ho hirisa lefatshe tlasa maemo a jwalo ho ya ka thato ya Lefapha la Bolaodi.
- 10.1.7 Arranges services such as water, light, power, and sewage and telecommunications within ports.
- Le hlophisa ditshebeletso tse kang tsa metsi, mabone, motlakase, le tsa mantle.
- 10.1.8 Maintains the sustainability of the ports and their surroundings.
- Le boloka maemo a dikou le ditikoloho tsa tsona
- 10.1.9 Regulates and controls the loading, unloading and storage of cargo and the embarkation and disembarkation of passengers.
- Le tsamaisa le ho laola ho laelwa, ho laollwa le ho bolokwa ha diphahlo (dithoto) le ho palamiswa le ho theolwa ha bapalami.
- 10.1.11 Regulates and controls off-shore cargo-handling facilities.
- Le tsamaisa le ho laola dibaka tsa diphahlo (dithoto) ka hara lewatle.
- 10.1.12 Regulates and controls pollution and the protection of the environment within the port limits.
- Le a fokotsa le ho laola tshilafatso mme le sireletsa tikoloho ka hara dikou.
- 10.1.13 Regulates and controls the enhancement of safety and security within the port limits.
- Le tsamaisa le ho laola ntlafatso ya polokeho le tshireletso ka hara dibaka tsa dikou.
- 10.1.14 Prescribes the limits within which and the levels to which dredging may be carried out in the ports and the approaches thereto.
- Le laola meedi le maemo mererong ya ho tjheka ka hara dikoung le ditseleng.
- 10.1.15 Ensures that adequate, affordable and efficient port services and facilities are provided.
- Le etsa bonnete ba hore ho ba le ditshebeletso tsa dikou tse loketseng tse ka kgonehang hape tse sebetsang le dibaka.
- 10.1.16 Exercises licensing and controlling functions in respect of port services and port facilities.

- Le phetha mesebetsi ya ho fana ka dilaesense le taolo mabapi le ditshebeletso tsa dikou le dibaka tsa dikou.
- 10.1.17 Ensures that any person who is required to render any port services and port facilities is able to provide those services and facilities efficiently.
- Le etsa bonnete ba hore mang le mang ya lokelang ho fana ka tshebeletso efe kapa efe ya dikou le menyetla ya dikou o tla kgona ho fana ka ditshebeletso le menyetla eo ho ya ka bokgoni.
- 10.1.18 Promotes efficiency, reliability and economy on the part of the licensed operators in accordance with recognized international standards and public demand.
- Le kgothaletsa bokgoni, tshepahalo le moruo ka lehlakoreng la basebetsi ba fuweng dlaksense ho ya ka maemo a matjhaba le thato ya setjhaba.
- 10.1.19 Promotes the achievement of equality by measures designed to advance persons or categories of persons historically disadvantaged by unfair discrimination in the operation of facilities in the port environment.
- Le kgothaletsa phihlello ya maemo a tekatekano a hlahisetswang ntshetsopele ya batho kapa dihlopha tsa batho ba ileng ba tingwa menyetla kgale ka lebaka la ho kgetholwa tshebedisong ya menyetla ka hara tikoloho ya dikou.
- 10.1.20 Promotes the use, improvement and development of ports.
- Le kgothaletsa tshebediso, ntlafatso le ntshetsopele ya dikou.
- 10.1.21 Advises on all matters relating to the port sector, port services and port facilities.
- Le eletsa mererong yohle e mabapi le kgwebo ya dikou, ditshebeletso tsa dikou le menyetla ya dikou.
- 10.1.22 Promotes greater representivity, in particular to increase the participation in terminal port operations of historically disadvantaged persons.
- Le kgothaletse hore ho be le boemedi bo bohokwanyane, haholoholo mabapi le ho eketsa seabo sa ka hara mesebetsi ya ditheminale tsa dikou sa ba ileng ba tingwa menyeta kgale.
- 10.1.23 Exercises the licensing of the erection and operation of of-shore cargo handling facilities and services relating thereto.
- E fanaka dilaesense tsa ho thehwa le tshebetso ya menyetla ya ho laela diphahlo lewatlang le ditshebeletso tse amehang.
- 10.1.24 Discharges or facilitates the discharge of international obligations relevant to ports.
- E a fana kapa e hlophisa phethahatso ya dipehelo tsa matjhaba tse lokelang dikou.
- 10.1.25 Facilitates the performance any function of any organ of state in a port.
- E hlophisa phethiso ya mosebetsi ofe kapa ofe wa lekala lefe kapa lefe la mmuso ka hara kou.
- 10.1.26 Promotes research and development in the sphere of port services and facilities.

Le kgothaletsa diphuputso le ntshetsopele ka hara ditshebeletso tsa dikou le menyetla.

- 10.1.27 Regulates and control navigation within port limits and the approaches to the ports.
Le tsamaisa le ho laola metsamao ya dikepe ka hara dikou le ditsela tse kenang dikoung.

- 10.1.28 Regulates and controls the entry of vessels into ports, stay, movements or operation in and departures from ports.

Le tsamaisa le ho laola dikepe tse kenang ka hara kou, ho ema ha tsona, metsamao kapa tshebetso ka hare le ho tswa ha tsona ka hara dikou.

- 10.1.29 Provides or arranges for tugs, pilot boats and other facilities and services for navigation and berthing of vessels in the ports.

Le fana kapa le hlophisa diketswana tse hulang tse kgolo, diketswana tsa basesisi le menyetla e meng le ditshebeletso bakeng sa ho sesa le ho hokelwa ha dikepe ka hara dikou.

- 10.1.30 Provides, controls and maintains vessel traffic services.

Le a fana, le a laola mme le hlokomela ditshebeletso tsa sephethephethe tsa dikepe.

(for information on how to gain access to such services kindly visit Transnet's website at www.transnet.co.za).

(bakeng sa dintlha tse mabapi le hore na o ka dumellwa jwang ho fuwa ditshebeletso, re kopa hore o lekole webesaeteng ya Transnet ya www.transnet.co.za)

10.2 Transnet Pipelines

Lefapha la Dipeipi la Transnet

- 10.2.1 Transnet Pipelines operates, manages and maintains a network of high pressure petroleum and gas pipelines, and provides transportation and storage of petroleum products of both the Government and petroleum companies; and

Lefapha la Dipeipi la Transnet le a tsamaisa, le a laola mme le lokisa marangrang a dipeipi tsa kगतello e hodmo tsa peterole le kgase, mme hape le tsamaisa le ho boloka dihlahiswa tsa peterole tsa Mmuso le dkhampane tsa peterole; mme hape

- 10.2.2 Transnet Pipelines pumps petroleum and gas (for information on how to gain access to such services kindly visit Transnet's website at www.transnet.co.za).

Lefapha la Dipeipi la Transnet le pompa peterole le kgase (ha o batla tlhahisoleseding ya hore o ka iphumanela ditsheletso tsa mofuta oo jwang kena webesaeteng ya Transnet ya www.transnet.co.za)

10.3 Transnet Port Terminals:

Lefapha la Ditheminale tsa Dikou la Transnet:

- 10.3.1 Manages the operation of South Africa's 6 (six) major ports;

Le laola tshebetso ya dikou tse 6 (tsheletseng) tse kgolo tsa Afrika Borwa;

- 10.3.2 Attends to the loading and unloading of cargo;

Le shebana le merero ya ho laela le ho laollwa ha diphahlo (dithoto).

- 10.3.3 Provides value added services of packaging and unpacking cargo, in transit storage; and

Le fana ka ditshebeletso tse babatsehang tsa ho paka le ho pakolla, setorong sa diphahlo tse romelwang; hape

- 10.3.4 Has a vision of being the logistics business partner of choice (for information on how to gain access to such services kindly visit Transnet's website at www.transnet.co.za).

Le na le ponolopele ya ho ba mosebetsimoho ya ratwang kgwebong ya ditsebeletso (dilojisitiki) (ha o batla tlhahisoleseding ya hore o ka iphumanela ditshebeletso tse jwalo jwang kena webesaeteng ya www.transnet.co.za).

- 10.4 Transnet Freight Rail:

Lefapha la Dipalangwang tsa Diphahlo la Transnet

- 10.4.1 Provides freight logistics solutions for customers in the mining as well as the heavy and light manufacturing sectors (for information on how to gain access to such services kindly visit Transnet's website at www.transnet.co.za).

Le fana ka ditharollo tsa ditshebeletso (dilojisitiki) tsa diphahlo bakeng sa dikhasetomara merafong le difemeng tsa dintho tse boima le tse bobebe (ha o batla tlhahisoleseding ya hore o ka iphumanela ditshebeletso tse jwalo jwang kena webesaeteng ya www.transnet.co.za).

- 10.5 Transnet Rail Engineering:

Lefapha la Boenjenere la Dipalangwang la Transnet

- 10.5.1 Is an engineering undertaking;

Ke la boitlamo ba boenjenere;

- 10.5.2 Is a leading South African, upgrader and refurbisher of rail related products;

Ke montlafatsi le montjhafatsi ya ithommeng pele Afrika Borwa, wa dihlahiswa tse mabapi le dipalangwang;

- 10.5.3 Refurbishes and upgrades railroad products, locomotives and wagons; and

Le ntjhafatsa le ho ntlafatsa dihlahiswa tsa dipalangwang, dihlooho tsa diterene le makaretjhe; hape

- 10.5.4 Provides components for rail freight products, and builds rail freight wagons (for information on how to gain access to such services kindly visit Transnet's website at www.transnet.co.za).

Le fana ka dikarolwana bakeng sa dihlahiswa tsa diphahlo tsa dipalangwang, mme le aha makaretjhe a diphahlo (ha o batla tlhahisoleseding ya hore o ka iphumanela ditshebeletso tse jwalo jwang kena webesaeteng ya www.transnet.co.za).

11 YOUR REMEDIES

MENYETLA YA HAO E KA O THUSANG

- 11.1 A requester (or a third party, where applicable) may seek relief from any court with appropriate jurisdiction in respect of the following decisions of the Information Officer:

Mokopi (kapa motho wa boraro, moo ho lokelang) a ka nna a kopa thuso lekgotleng lefe kapa lefe la dinyewe le nang le bolaodi a molao mabapi le diqeto tse latelang tsa Mohlanka wa Merero ya Tlhahisoleseding:

- 11.2.1 refusal or partial refusal of the request for access;
- ho hana kapa kgano e seng kalo ya kopo ya phumantsho ya tokomane;
- 11.2.2 the amount of fees required to be paid;
- tjhelete ya ditefiso e lokelang ho lefshwa;
- 11.2.3 the extension of the period within which to deal with the request; or
- ho eketswa ha nako eo ka yona ho tlang ho sebetsanwa le kopo; kapa
- 11.2.4 the form of access in which the information will be furnished.
- foromo ya tumello eo tlhahisoleseding e tlang ho hlahella ho yona.
- 11.2 All legal processes must be served on the Information Officer who dealt with the request.
- Ditsamaiso tsohle tsa molao di lokela ho nehelwa Mohlanka wa Merero a Tlhahisoleseding

12 RECORDS HELD BY TRANSNET

DIREKOTO TSE TSHWERWENG KE BA TRANSNET

Transnet maintains records on the following categories and subject matters. However, please note that recording a category or subject matter in this Manual does not imply that a request for access to such records would be granted. All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act.

Transnet e boloka direkoto ho ya ka dikarolo tse latelang le ditaba. Leha ho le jwalo, ela hloko hore ho kopitsa karolo e itseng ka taba Bukaneng ha ho bolele hore kopo bakeng sa phumantsho ya direkoto e tla amohelwa. Dikopo kaofela bakeng sa ho fumantshwa tlhahisoleseding di tla lekolwa ka ho fapafapana ho latela dipehelo tsa Molao.

12.1 Internal records

Direkoto tsa ka hare

The following are records pertaining to Transnet's own affairs:

Tse latelang ke direkoto tse amanang le merero ya Transnet:

- Financial records;

- Direkoto tsa ditjhelete;
- Operational records;
- Direkoto tsa Merero ya Tshebetso;
- Intellectual property;
- Boiqapelo
- Marketing records;
- Direkoto tsa dimmaraka
- Internal correspondence; Mangolo a ka hara khampane (Ngollano ya ka hare)
- Statutory records;
- Direkoto tsa molao
- Internal policies and procedures; and
- Maano a ka hare le ditsamaiso; le
- Records held by officials of Transnet.
- Direkoto tse tshwerweng ke bahlanka ba Transnet

12.2 Employee records

Direkoto tsa basebetsi

"Employee" refers to any person who works for or provides services to or on behalf of Transnet and receives or is entitled to receive any remuneration and any other person who assists in carrying out or conducting any work or services for Transnet. This includes, without limitation, heads of departments, managers, all permanent, temporary and part-time staff as well as contract workers. Personnel records include the following:

Ka "mosebetsi" re bua ka motho mang le mang ya sebetsang kapa ya fanang ka ditshebeletso ho Transnet kapa lebitsong la yona mme a amohela kapa a lokelwa ke ho amohela moputso ofe kapa ofe hape le motho mang le mang a thusang mabapi le ho etsa kapa ho phetha mosebetsi ofe kapa ofe kapa ditshebeletso lebitsong la Transnet. Mona ho kenyeletswa, ntle le ho ba moedi, dilooho tsa mafapha, batsamaisi, basebetsi kaofela ba ka nako tsohle, ba nakwana le basebetsi bao eseng ba ka mehla ekasitana le basebetsi ba dikonteraka. Direkoto tsa basebetsi di kenyeletsa tse latelang:

- 12.2.1 Any personal records provided to Transnet by their personnel;
- Direkoto dife kapa dife feela tsa motho ka mong tse fuweng Transnet ke basebetsi ba yona;
- 12.2.2 Any records a third party has provided to Transnet about any of their personnel;
- Direkoto dife kapa dife feela tseo motho wa boraro a fanang ka tsona ho Transnet mabapi le basebetsi ba yona;
- 12.2.3 Conditions of employment and other personnel-related contractual and quasi-legal records;
- Maemo a ho hirwa le direkoto tse ding tse amanang le basebetsi tsa dikonteraka le tsa dika-direkoto tsa molao;
- 12.2.4 Internal evaluation records; and

Direkoto tsa ka hare tsa ditekolo

- 12.2.5 Other internal records and correspondence.

Direkoto tse ding tsa ka hare le mangolo

12.3 Work-related records

Direkoto tse amanang le mosebetsi

Work-related information includes the following:

Tlhalisoleseding e amanang le mosebetsi e kenyeletsa tse latelang:

- 12.4 Any records a third party has provided to Transnet; and

Direkoto dife kapa dife tseo motho wa boraro a faneng ka tsona ho ba Transnet; le

- 12.4.1 Records generated by or within Transnet pertaining to work or services, including transactional records.

Direkoto tse qadiweng ke ba Transnet kapa tse ka hara Transnet tse mabapi le mosebetsi le ditshebeletso, ho kenyeletswa direkoto tsa diphaphanyetsano.

12.4 Other Parties

Mekga e meng

Records are kept in respect of other parties, including without limitation contractors, suppliers, departments, service providers. Alternatively, such other parties may possess records which can be said to belong to Transnet. The following records fall under this category:

Direkoto di bolokelwa mekga e meng, ho kenyeletswa ntle le peelo ya moedi boradikonteraka, bafepedi, mafapha, le boraditshebeletso. Ho seng jwalo, mekga e meng e jwalo e ka ba le direkoto tseo ho ka thweng ke tsa Transnet. Direkoto tse latelang di wela tlasa sehlopha sena:

- 12.5 Personnel, work or service related records which are held by another party as opposed to being held by Transnet; and

Direkoto tsa basebetsi, mosebetsi kapa ditshebeletso tse tshwerweng ke mokga o mong, tse sa tshwarwang ke ba Transnet, le

- 12.6 Records held by Transnet pertaining to other parties, including financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors/suppliers.

Direkoto tse tshwerweng ke ba Transnet tse mabapi le mekga e meng, ho kenyeletswa direkoto tse ditjhelete, mangolo, direkoto tsa dikonteraka, direkoto tse tswang mokgeng o mong, le direkoto tse tswang mothong wa boraro tse mabapi le boradikonteraka/bafepedi.

ANNEXURE 1: REQUEST FORM PUBLIC BODIES**SEHLOMATHISO SA 1: FOROMO YA KOPO YA MEKGATLO YA SETJHABA**

This annexure must accompany the cover letter addressed to the relevant Information Officer/ Sehlomathiso sena se lokela ho tsamaya le lengo le tshehetsang le ngoletsweng Mohlanka wa Merero ya Tlhahisoleseding ya lokelang

A. Particulars of Transnet or Division**A. Dintlha tsa Transnet kapa tsa Lekala**

The Information Officer for: [Information Officer Name and Transnet Operating Division]

Ho Mohlanka wa Merero ya Tlhahisoleseding: {Lebitso la Mohlanka wa Tlhahisoleseding le Lekala la tshebetso la Transnet}

Attention: _____

Tlhokomelong ya : _____

Transnet Operating Division _____

Lekala la Tshebetso la Transnet _____

Fax number _____

Nomoro ya Fexe: _____

Email address _____

Aterese ya Email: _____

B. Particulars of person requesting access to the record**B. Dintlha tsa motho ya kopang ho fumantshwa rekoto**

(a) The particulars of the person who requests access to the record must be given below.

(a) Dintlha tsa motho ya kopang ho fumantshwa rekoto le lokela ho ngolwa ka tlase.

(b) The address and/or fax number in the Republic to which the information is to be sent must be given. (b) Aterese le/kapa nomoro ya fexe ya mona Rephaboliking eo tlhahisoleseding e lokelang ho romelwa ho yona le yona e lokelwa ho fanwa ka yona.

(c) Proof of the capacity in which the request is made, if applicable, must be attached.

(c) Bopaki ba lebaka leo kopo e entsweng ka lona, haeba ho hloka hloka, bo lokela ho kenyeletswa.

Full names and surname:

Mabitso ka botlalo le Fane:

Identity number: _____

Nomoro ya boitsebiso: _____

Postal address:

Aterese ya Poso:

Fax number: _____

Nomoro ya Fexe: -----

Telephone number: _____

Nomro ya Mohala: -----

E-mail address: _____

Aterese ya Email: -----

Capacity in which the request is made, when made on behalf of another person:

Lebaka leo ka lona kopo e etswang, haeba e etswa lebitsong la motho e mong:

B. Particulars of person on whose behalf request is made

B. Dintlha tsa motho eo kopo e etswang lebitsong la hae

This section must be completed *ONLY* if a request for information is made on behalf of another person.

Karolo ena e lokela ho tlatswa *FEELA* haeba kopo bakeng sa tlhahisoleseding e etswa lebitsong la motho e mong.

Full names and surname:

Mabitso a feletseng le fane:

Identity number: _____

Nomoro ya boitsebiso: -----

D. Particulars of record

D. Dintlha tsa rekoto

(a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located

(a) Fana ka dintlha tse feletseng tsa rekoto eo ho kopjwang phumantsho ya yona, ho kenyeletswa le nmoro ya tshupiso haeba o a e tseba, ho etsetsa hore rekoto e tle e kgone ho fumaneha

(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form.

(b) Haeba sebaka sa ho ngolla se sa lekana, re kopa hore o fetele foliong e latelang mme o e kenyeletse foromong ena.

The requester must sign all the additional folios.

Mokopi o lokela ho saena difolio kaofela tse kenyeleditsweng.

Description of record or relevant part of the record:

1 Tlhaloso ya rekoto kapa karolo e hlokehang ya rekoto:

Reference number, if available:

2 Nomoro ya Tshupiso, haeba e le teng

Any further particulars of record:

3 Ditlha tse ding hape tsa rekoto

E. Fees

E. Ditefiso

(a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.

(a) Kopo ya o fumantshwa rekoto, ntle le rekoto e nang le tihahisoleseding ya ya hao e mabapi le wena, ho tla sebetsanwa le yona feela ka mora ho lefshwa ha tefiso.

(b) You will be notified of the amount required to be paid as the request fee.

(b) O tla tsebiswa ka tefo hore ke bokae e lokelang ho lefshwa jwalo ka tefiso ya kopo.

(c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.

© Tefiso e lokelang ho lefshwa bakeng sa phumantsho ya rekoto e tla etswa ho ya ka foromo eo kopo ya phumantsho e lokelang ho kopjwa ka yona le ho ya ka nako e utlwahalang e hlokehang bakeng sa ho batlana le ho hlophisa rekoto.

(d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

(d) Haeba o tshwaneleha hore o se ke wa lefa tefiso efe kapa efe, re kopa hore o bolele lebaka le o fang monyetla o jwalo.

Reason for exemption from payment of fees:

Lebaka la monyetla wa ho se kenyeletswe tefellong ya ditefiso:

F. Form of access to record**F. Foromo ya phumantsho ya rekoto**

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Haeba o thibelwa ke boqhwalala bakeng sa ho bala, ho sheba kapa ho mamela rekoto e foromong ya ya kopo ya ho e fumantshwa e hlahellang karolong ya 1 le ya 4 ka tlase, re kopa hore o boelele boqhwalala ba hao mme o supe ke foromong efe eo rekoto e hlokehang ho yona. Disability: Boqhwalala	Form in which record is required Foromo eo rekoto e batlwang ka yona
Mark the appropriate box with an X. Tshwaya lebokoseng le nepahetseng ka X NOTES: DINTLHA (a) Compliance with your request in the specified form may depend on the form in which the record is available. (a) Ho phethisa ho ya ka kopo ya hao foromong e ikgethang ho tla tswa foromong eo eo rekoto e fumanehang ho yona. (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form. (b) Phumantsho foromong e kopuwang e ka nna ya hanwa ho ya ka mabaka a itseng. Haeba ho le jwalo o tla tsebiswa ha e le hore phumantsho e jwalo e tla dumeliwa foromong e nngwe. The fee payable for access for the record, if any, will be determined partly by the form in which access is requested. Tefiso e lefshwang bakeng sa phumantsho ya rekoto, haeba e le teng, e tla lefshwa ho ya ka foromo eo phumanstho e kopjwang ka yona.	

SIGNATURE OF INFORMATION OFFICER/ DEPUTY INFORMATION OFFICER

TSHAENO YA MOHLANKA WA MERERO YA TLHASHISOLESSEDING/ MOTLATSI WA MOHLANKA WA MERERO YA

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