



PAIA MANUAL

PREPARED IN TERMS
OF SECTION 51 OF THE
PROMOTION OF ACCESS TO
INFORMATION ACT 2 OF 2000
(AS AMENDED)

PUBLISHED BY
JOBURG MARKET



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1. LIST OF ACRONYMS AND ABBREVIATIONS

1.1	“CEO”	Chief Executive Officer
1.2	“DIO”	Deputy Information Officer;
1.3	“IO”	Information Officer;
1.4	“Minister”	Minister of Justice and Correctional Services;
1.5	“PAIA”	Promotion of Access to Information Act No. 2 of 2000(as Amended);
1.6	“POPIA”	Protection of Personal Information Act No.4 of 2013;
1.7	“Regulator”	Information Regulator; and
1.8	“Republic”	Republic of South Africa

2. PURPOSE OF PAIA MANUAL

This PAIA Manual is useful for the public to-

- 2.1 check the nature of the records which may already be available at Joburg Market, without the need for submitting a formal PAIA request;
- 2.2 have an understanding of how to make a request for access to a record of the Joburg Market
- 2.3 access all the relevant contact details of the persons who will assist the public with the records they intend to access;

- 2.4 know all the remedies available from the Joburg Market regarding request for access to the records, before approaching the Regulator or the Courts;
- 2.5 the description of the services available to members of the public from the Joburg Market, and how to gain access to those services;
- 2.6 a description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 2.7 if the body will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.8 know if the Joburg Market has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- 2.9 know whether the Joburg Market has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

3. ESTABLISHMENT OF THE JOBURG MARKET

3.1. Objectives/Mandate

The company is mandated to operate and manage a premier fresh produce market facility that provides industry related complementary services. In accordance with our SMART Market strategy, we have expanded our mandate to include, the;

- provision and management of safe, clean and smart facilities for the marketing, trading and distribution of fresh produce;

- provision of Smart Information Technologies and Devices for the fresh produce industry;
- food safety and quality standards thus promoting healthy lifestyles;
- Enabling market access, availability and affordable of fresh produce to our buyers.

4. STRUCTURE OF THE JOBURG MARKET AND FUNCTIONS



5. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF THE Joburg Market (SOC) Ltd

5.1. Chief Information Officer

Name: Cedric Nephawe
 Tel: 011 992 8030
 Email: cnephawe@joburgmarket.co.za
 Fax number: 011 613 7381

5.2. Deputy Information Officer.

Name: Malebo Malebo
 Tel: 011 992 8097
 Email: MMalebo@joburgmarket.co.za
 Fax Number: 011 613 7381

5.3 Access to information general contacts

Email: info@joburgmarket.co.za

5.4 National or Head Office

Postal Address: PO Box 86007 City Deep,
 Johannesburg, 2049

Physical Address: 4 Fortune Road, City Deep,
 Johannesburg, 2049

Telephone: 011 992 8000

Email: info@joburgmarket.co.za

Website: www.joburgmarket.co.za

6. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE vGUIDE

6.1. The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.

6.2. The Guide is available in each of the official languages and in braille.

- 6.2.1. English
- 6.2.2. Sotho
- 6.2.3. Zulu

6.3. The aforesaid Guide contains the description of-

- 6.3.1. the objects of PAIA and POPIA;
- 6.3.2. the postal and street address, phone and electronic mail address of-
 - 6.3.2.1. the Information Officer, and
 - 6.3.2.2. Deputy Information Officer in terms of section 17(1) of PAIA and section 56 of POPIA;
- 6.3.3. the manner and form of a request for-
 - 6.3.3.1. access to a record of a Joburg Market contemplated in section 11 ; and
 - 6.3.3.2. access to a record of a private body contemplated in section 50 ;
- 6.3.4. the assistance available from the IO of Joburg Market in terms of PAIA and POPIA;
- 6.3.5. the assistance available from the Regulator in terms of PAIA and POPIA;

¹ Section 17(1) of PAIA- For the purposes of PAIA, each Joburg Market must, subject to legislation governing the employment of personnel of the Joburg Market concerned, designate such number of persons as deputy information officers as are necessary to render the Joburg Market as accessible as reasonably possible for requesters of its records.

² Section 56(a) of POPIA- Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.

³ Section 11(1) of PAIA- A requester must be given access to a record of a Joburg Market if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

⁴ Section 50(1) of PAIA- A requester must be given access to any record of a private body if-

- a) that record is required for the exercise or protection of any rights;
- b) that person complies with the procedural requirements in PAIA relating to a request for access to that record; and
- c) access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

6.3.6. all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-

6.3.6.1. an internal appeal;

6.3.6.2. a complaint to the Regulator; and

6.3.6.3. an application with a court against a decision by the information officer of a Joburg Market, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;

6.3.7. the provisions of sections 14 and 51 requires Joburg Market to compile a manual, and how to obtain access to a manual;

6.3.8. the provisions of sections 15 and 52 providing for the voluntary disclosure of categories of records by Joburg Market

6.3.9. the notices issued in terms of sections 22 and 54 regarding fees to be paid in relation to requests for access; and

6.3.10. the regulations made in terms of section 92 .

⁵ Section 14(1) of PAIA- The information officer of a Joburg Market must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.

⁶ Section 51(1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.

⁷ Section 15(1) of PAIA- The information officer of a Joburg Market, must make available in the prescribed manner a description of the categories of records of the Joburg Market that are automatically available without a person having to request access

⁸ Section 52(1) of PAIA- The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access

⁹ Section 22(1) of PAIA- The information officer of a Joburg Market to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹⁰ Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹¹ Section 92(1) of PAIA provides that –“The Minister may, by notice in the Gazette, make regulations regarding”-

- (a) any matter which is required or permitted by this Act to be prescribed;
- (b) any matter relating to the fees contemplated in sections 22 and 54;
- (c) any notice required by this Act;

- (d) uniform criteria to be applied by the information officer of a Joburg Market when deciding which categories of records are to be made available in terms of section 15; and
- (e) any administrative or procedural matter necessary to give effect to the provisions of this Act.”

6.4. Members of the public can inspect or make copies of the Guide from the offices of Joburg Market, including the office of the Regulator, during normal working hours.

6.5. The Guide can also be obtained-

- 6.5.1. upon request to the Information Officer;
- 6.5.2. From the website of the Regulator (<https://www.justice.gov.za/inforeg/>).

7. CATEGORIES OF RECORDS OF THE (JOBURG MARKET) WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS

Below are the records and categories that Joburg Market holds

Category of records	Types of the Record	Available on Website	Available upon request
Employee Files	Personal		X
Buyers Information	Public		X
Tenders Documents	Public	X	
Notices	Public	X	
Job Vacancies	Public	X	

8. DESCRIPTION OF THE RECORDS OF (JOBURG MARKET) WHICH ARE AVAILABLE IN ACCORDANCE WITH ANY OTHER LEGISLATION

Category of Records	Applicable Legislation
Memorandum of incorporation	Companies Act 71 of 2008
PAIA Manual	Promotion of Access to Information Act 2 of 2000

9. DESCRIPTION OF THE SUBJECTS ON WHICH JOBURG MARKET HOLDS RECORDS AND CATEGORIES THEREOF

Records that Joburg Market holds	Categories of records
Strategic Documents, Plans, Proposals	Annual Reports, Strategic Plan, Annual Performance Plan.
Human Resources	- HR policies and procedures - Advertised posts - Employees records

10. PROCESSING OF PERSONAL INFORMATION

10.1. Purpose of Processing Personal Information

Data collation and management expediency

10.2. Description of the categories of Data Subjects and Of the information or categories of information relating thereto

Categories of Data Subjects	Personal Information in Joburg Market possession
Customers / Clients	name, address, registration numbers or identity numbers, employment status and bank details
Service Providers	names, registration number, vat numbers, address, trade secrets and bank details
Employees	address, qualifications, gender and race

10.3. The recipients or categories of recipients to whom the personal information may be supplied

Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
Identity number and names, for criminal checks	South African Police Services
Qualifications, for qualification verifications	South African Qualifications Authority
Credit and payment history, for credit information	Credit Bureaus

10.4. General description of Information Security Measures to be implemented by the responsible party to ensure the confidentiality, integrity and availability of the information

- Data Encryption
- Password
- Anti-virus and
- Anti-malware Solutions.

11. AVAILABILITY OF THE MANUAL

11.1. A copy of the Manual is available-

11.2. This Manual is made available in the following three official languages:

11.1.1 English;

11.1.2 South Sotho

11.1.3 Zulu

11.3 on www.joburgmarket.co.za,

11.4 head office of the (Joburg Market) for public inspection during normal business hours;

11.5 to any person upon request and upon the payment of a reasonable prescribed fee; and

11.6 to the Information Regulator upon request.

11.7 A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable per each A4-size photocopy made.

12. UPDATING OF THE MANUAL

The head of Joburg Market will on a regular basis update this manual.

Issued by

Ms. Lulama Ndlovu
Chief Executive Officer (Acting)

Designed by

Mlungisi Sibeko
Marketing Assistant
Marketing Department



Zulu Edition

IMANUWALI YE-PAIA

**Ilungiselelwe ngokwemigomo
yesigaba 51 soMthetho 2 ka-2000
Wokukhuthaza Ukutholakala
Kolwazi (njengoba kushiciyelwe)**

**USUKU LOKUHLANGANISWA: 14/10/2022
USUKU
LOKUBUYEKEZWA**

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1. UHLU LWEZIFINYEZO NEZIFUSHANISO

- 1.1 **“CEO”** Umqondisi omkhulu
- 1.2 **“DIO”** Iphini noma iSekela lesikhulu solwazi;
- 1.3 **“IO”** Isikhulu Solwazi;
- 1.4 **“Minister”** Ungqongqoshe wezobulungiswa nezinkonzo zokuqondiswa kwezimilo;
- 1.5 **“PAIA”** Umthetho nombolo. 2 ka-2000 wokugqugquzela ukutholakala kolwazi (Njengoba kushiciyelwe);
- 1.6 **“POPIA”** Umthetho Wokuvikelwa kweminingwane yabantu ngamunye ngamunye nombolo 4 ka-2013;
- 1.7 **“Regulator”** Umlawuli wezolwazi;
- 1.8 **“Republic”** neRiphabhulikhi yaseNingizimu Afrika

2. INHLOSO YEMANUWALI YE-PAIA

Le Manuwali ye-PAIA iwusizo emphakathini ukuze-

- 2.1 Kuhlolwe uhlobo lwamarekhodi okungenzeka ukuthi aseiyatholakala e-Joburg Market, ngaphandle kwesidingo sokuthumela isicelo esisemthethweni se-PAIA;
- 2.2 Ube nokuqonda ukuthi usifaka kanjani isicelo sokuthola irekhodi le-Joburg Market
- 2.3 Uthole yonke imininingwane yokuxhumana efanele yabantu abazosiza umphakathi ngamarekhodi abahlose ukuwathola;

- 2.4 Wazi zonke izisombululo ezitholakalayo ezivela e-Joburg Market ngokuphathelene nesicelo sokuthola amarekhodi, ngaphambi kokuya kumlawuli noma ezinkantolo;
- 2.5 Uqonde incazelo yezinsiza ezingatholwa amalungu omphakathi ezivela e-Joburg Market, nokuthi ungazithola kanjani lezo zinsiza;
- 2.6 Uqonde incazelo yomhlahlandlela yokuthi isetshenziswa kanjani i-PAIA, njengoba ibuyekezwa uMlawuli kanye nendlela yokwazi ukuthi uwuthola kanjani;
- 2.7 Uma uhlaka luzocubungula ulwazi lomuntu siqu, inhloso yokucubungula ulwazi lomuntu siqu nencazelo yezigaba imininigwane kanye nolwazi noma izigaba zolwazi olubandakanya lokho;
- 2.8 Wazi uma i-Joburg Market isihlele ukudlulisela noma ukucubungula ulwazi lomuntu siqu ngaphandle kwaseRiphabhulikhi yaseNingizimu Afrika kanye nabamukeli noma izigaba zabamukeli abangase banikezwe ulwazi lomuntu siqu; kanye
- 2.9 Nokwazi ukuthi i-Joburg Market inazo yini izinyathelo zokuphepha ezifanele ukuze iqinisekise ubumfihlo, ubuqotho nokutholakala kolwazi lomuntu siqu oluzocutshungulwa.

3. UKUSUNGULWA KWE-JOBURG MARKET

- 3.1 Izinhlalo/Igunya
Inkampani igunyazwe ukusebenzisa nokuphatha isikhungo semakethe yemikhiqizo emisha ehlinzeka ngezinsizakalo ezenezelayo ezihlobene nembali. Ngokuvumelana necebo lethu le-SMART Market, silinwebile igunya lethu ukuze libandakanye;

- Ilungiselelo lokuphathwa kwezikhungo eziphephile, ezihlanzekile nezikhaliphile, ukhweba nokusatshalaliswa kwemikhiqizo emisha;
- Ilungiselelo le-Smart Information Technologies namaDivayisi emboni yemikhiqizo emisha;
- Ukuphepha kokudla namazinga ekhwalithi ukuze kuthuthukiswe indlela yokuphila enempilo;
- Ukwenza imakethe ifinyeleleke, imikhiqizo emisha itholakale futhi ithengeke kubathengi bethu.

4. UKWAKHEKA KWE-JOBURG MARKET KANYE NEMISEBENZI



5. IMININGWANE EYINHLOKO YOKUXHUMANA UKUZE UTHOLE ULWAZI LWE-Joburg Market (SOC) Ltd

5.1. Isikhulu Esiphezulu Solwazi

Igama: Cedric Nephawe
 Inomboloyocingo: 011 992 8030
 Imeyili: tcnephawe@joburgmarket.co.za
 Inombolo ye-Fax: 011 613 7381

5.2. Iphini Lesikhulu Solwazi.

Igama: Malebo Malebo
 Inomboloyocingo: 011 992 8097
 Imeyili: MMalebo@joburgmarket.co.za
 Inombolo ye-Fax: 011 613 7381

5.3 Ukuxhumana ukuze uthole ulwazi olujwayelekile

Imeyili: info@joburgmarket.co.za

5.4 IHhovisi Likazwelonke noma Eliyinhloko

Ikheli Leposi: PO Box 86007 City Deep, Johannesburg, 2049
 Ikheli Lendawo: 4 Fortune Road, City Deep, Johannesburg, 2049
 Ucingo: 011 992 8000
 Imeyili: info@joburgmarket.co.za
 Iwebhusayithi: www.joburgmarket.co.za

6. UMHLAHLANDLELA WOKUSEBENZISA I-PAIA NOKUTHI UNGAWUTHOLA KANJANI UMHLAHLANDLELA

- 6.1. Umlawuli ngokwesigaba 10(1) se-PAIA, njengoba kushiciyelwe, walungiswa futhi wenza ukuba kutholakale Umhlahlandlela obuyekeziwe wendlela yokusebenzisa i-PAIA (“UMhlahlandlela”), ngendlela eqondakala kalula, nebanzi, njengoba kungase kudingwe umuntu ofisa ukusebenzisa noma yiliphi ilungelo elihlongozwe ku-PAIA naku-POPIA.
- 6.2. UMhlahlandlela uyatholakala ngolunye lwalezi zilimi ezisemthethweni nange-“braille”.
- 6.2.1. IsiNgesi
- 6.2.2. IsiSuthu saseNingizimu
- 6.2.3. Isizulu
- 6.3. Umhlahlandlela okukhulunywe ngawo ngenhla uqukethe incazelo-
- 6.3.1. yezinhloso ze-PAIA ne-POPIA;
- 6.3.2. ikheli leposi nelomgwaqo, ucingo kanye nekheli le-imeyili le-
- 6.3.2.1. Sikhulu Solwazi, kanye
- 6.3.2.2. nePhini Lesikhulu Solwazi ngokwesigaba 17(1) se-PAIA nesigaba 56 se-POPIA ;
- 6.3.3. Indlela kanye nefomu lesicelo-
- 6.3.3.1. sokuthola irekhodi le-Joburg Market elihlongozwe esigabeni 11 ; kanye

- ¹ Isigaba 17(1) se-PAIA- Ngezinhliso ze-PAIA, i-Joburg Market ngayinye kumele, ithobele umthetho olawula ukuqashwa kwabasebenzi be- Joburg Market ethintekayo, iqoke inani Labantu njengamaphini ezikhulu zolwazi njengoba kudingeka ukuze benze umsebenzi we-Joburg Market utholakale ngokusemandleni kwabafake izicelo zamarekhodi ayo.
- ² Isigaba 56(a) se-POPIA- Uhlaka ngalunye lukahulumeni noluzimele kufanele lenze izilungiselelo, ngokuvumelana nendlela ebekwe esigabeni 17 soMthetho Wokukhuthaza Ukutholakala Kolwazi, ngezinguquko ezidingekayo, ngokuqokwa kwalelo nani Labantu, uma bekhona, njengamaphini ezikhulu zolwazi njengoba kudingekile ukwenza imisebenzi nemithwalo njengoba kubekwe esigabeni 55(1) se-POPIA.
- ³ Isigaba 11(1) se-PAIA- Ofake isicelo kumele anikezwe imvume yokuthola irekhodi le-Joburg Market uma lowo ofake isicelo ethobela zonke izinqubo zezimfuneko ku-PAIA ezihlobene nesicelo sokuthola lelo rekhodi; futhi ukuthola lelo rekhodi akwenqatshelwe ngokwanoma yisiphi isizathu sokwenqaba esihlongozwe eSahlukweni 4 sale ngxenye.
- ⁴ Isigaba 50(1) se-PAIA- Ofake isicelo kumele anikezwe imvume yokuthola noma yiliphi irekhodi lohlaka oluzimele uma-
- a) lelo rekhodi lidingeka ukuze kusetshenziswe noma kuvikelwenoma yimaphi amalungelo;
 - b) lowo muntu ethobela inqubo yezimfuneko ku-PAIA ehlobene nesicelo sokuthola lelo rekhodi; kanye
 - c) nokuthola lelo rekhodi okungenqatshelwe ngokwanoma yisiphi isizathu sokwenqaba esihlongozwe eSahlukweni 4 salengxenye.

- 6.3.4. usizo olutholakalayo oluvela ku-IO yase-Joburg Market ngokwe-PAIA ne- POPIA;
- 6.3.5. usizo olutholakalayo oluvela kuMlawuli ngokwe-PAIA ne-POPIA;
- 6.3.6. zonke izisombululo ezikhona emthethweni mayelana nesenzo noma ukuhluleka ukwenza okuthile maqondana nelungelo noma umsebenzi ophathiswe wona yi-PAIA kanye ne-POPIA, kubandakanye nendlela yokufaka-
 - 6.3.6.1. isikhalo sangaphakathi;
 - 6.3.6.2. isikhalazo kuMlawuli; kanye
 - 6.3.6.3. nokufaka isicelo enkantolo esiphikisana nesinqumo sesikhulu solwazi se-Joburg Market, isinqumo sokudluliswa kwecala kwangaphakathi noma isinqumo soMlawuli noma isinqumo senhloko yohlaka oluzimele;
- 6.3.7. amalungiselelo ezigaba 14 no-51 adinga ukuba i-Joburg Market ihlanganise imanuwali, kanye nendlela yokuthola imanuwali;
- 6.3.8. amalungiselelo ezigaba 15 no-52 ahlinzeka ngokudalula ngokuzithandela kwezigaba zamarekhodi yi-Joburg Market
- 6.3.9. izaziso ezikhishwe ngokwezigaba 22 no-54 ngokuphathelene nezimali okufanele zikhokhwe maqondana nezicelo zokuthola; kanye
- 6.3.10. nemithetho eyenziwe ngokwesigaba 92 .

- ⁵ Isigaba 14(1) se-PAIA- Isikhulu solwazi sase-Joburg Market kumele, okungenani ngezilimi ezintathu ezisemthethweni, senze kutholakale imanuwali equkethe ulwazi olusohlwini esigabeni 4 ngenhla.
- ⁶ Isigaba 51(1) se-PAIA- Inhloko yohlaka oluzimele kumele yenze kutholakale imanuwali equkethe incazelo yolwazi olusohlwini esigabeni 4 ngenhla.
- ⁷ Isigaba 15(1) se-PAIA- Isikhulu solwazi sase-Joburg Market, kufanele senze kutholakale ngendlela enqunywe incazelo yezinhlobo zamarekhodi e-Joburg Market etholakala ngokuzenzakalelayo ngaphandle kokuthi umuntu acele ukuwathola
- ⁸ Isigaba 52(1) se-PAIA- Inhloko yohlaka oluzimele ingase, ngokuzithandela, yenze kutholakale ngendlela enqunyiwe incazelo yezigaba zamarekhodi yohlaka oluzimele etholakalal ngokuzenzakalelayo ngaphandle kokuthi umuntu acele ukuwathola
- ⁹ Isigaba 22(1) se-PAIA- Isikhulu solwazi sase-Joburg Market okufakwe kuso isicelo, kumele ngesaziso sifune ukuba ofake isicelo akhokhe imali enqunyiwe yesicelo (uma ikhona), ngaphambi kokuqhubeka nokucubungula isicelo.
- ¹⁰ Isigaba 54(1) se-PAIA- Inhloko yohlaka oluzimele okufakwe kuyo isicelo sokuthola, kumele ngesaziso ifune ukuba ofake isicelo akhokhe imali enqunyiwe yesicelo (uma ikhona), ngaphambi kokuqhubeka nokucubungula isicelo.

- ¹¹ Isicelo 92(1) se-PAIA sihlizeka ngokuthi –“UNgqongqoshe angenza, ngesaziso kuGazethi, imithethonqubo ephathelene-
- (a) nanoma yiluphi udaba oludingwa noma oluvunyelwe yilo Mthetho ukuba lunqunywe;
 - (b) nanoma yiluphi udaba oluphathelene nezimali ezikhokhwayo ezihlongozwe ezigabeni 22 no-54;
 - (c) nanoma yisiphi isaziso esidingwa yilo Mthetho;
 - (d) imibandela efanayo izosetshenziswa isikhulu solwazi e-Joburg Market lapho sinquma ukuthi yiziphi izigaba zamarekhodi okufanele zenziwe zitholakale ngokwesigaba 15; kanye
 - (e) nanoma yiluphi udaba lokuphatha noma lwenqubo oludingekayo ukuze amalungiselelo alo Mthetho asebenze.”

6.4. Namalungu omphakathi angahlola noma enze amakhophi oMhlahlandlela emahhovisi ase-Joburg Market, kanye nasehovisi loMlawuli, ngezikhathi zokusebenza ezijwayelekile.

6.5. UMhlahlandlela ungaphinde utholakale-

6.5.1. lapho ucela eSikhulwini solwazi;

6.5.2. Kuwebhusayithi yoMlawuli (<https://www.justice.gov.za/infoereg/>).

7. IZIGABA ZAMAREKHODI E-(JOBURG MARKET) EZITHOLAKALA NGAPHANDLE KOKUTHI UMUNTU ACELE UKUZITHOLA

Ngezansiamarekhodikanyenezigabaeziphethweyi-JoburgMarket

Izigaba zamarekhodi	Izinhlobo zamaRekhodi	Ayatholakala kuWebhusayithi	Ayatholakalwa uma ecelwa
Amafayela Ezisebenzi	Umuntu Siqu		X
Ulwazi Lwabathengi	Umpakathi		X
Amadokhumenti Amathenda	Umpakathi	X	
Izaziso	Umpakathi	X	
Izikhala Zomsebenzi	Umpakathi	X	

8. INCAZELO YAMAREKHODI E-(JOBURG MARKET) ATHOLAKALA NGOKUVUMELANA NANOMA YIMUPHI OMUNYE UMTHETHO

Izigaba zamaRekhodi	Umthetho Osebenzayo
Imemorandamu yokuhlenganisa	Umthetho Wezenkampani 71 zika-2008
Imanuwali ye-PAIA	Umthetho 2 ka-2000 Wokukhuthaza Ukutholakala Kolwazi

9. INCAZELO YEZIHLOKO ZAMAREKHODI APHETHWE I-JOBURG MARKET NEZIGABA ZAKHONA

Amarekhodi aphethwe i-Joburg Market	Izigaba zamarekhodi
Amadokhumenti amasu, Izinhlelo, Iziphakamiso	Imibiko yaminyaka yonke, uhlelo lwesu, uhlelo lonyaka lokusebenza.
Abasebenzi	- Izinqubomgomo ze-HR nezinqubo - Izikhala ezikhangisiwe - Amarekhodi abasebenzi

10. UKUCUTSHUNGULWA KOLWAZI LOMUNTU SIQU

10.1 Inhloso yokucubungula ulwazi lomuntu-siqu

Ukuqoqwa kwedatha nekhono lokuphatha

10.2 Incazelo yezigaba zezihloko zedatha kanye nolwazi noma izigaba zolwazi ezihlobene nakho

Izigaba Zezihloko Zedatha	Ulwazi Lomuntu Siqu oluphethwe i-Joburg Market
Amakhasimende / amaklayenti	igama, ikheli, izinombolo zokubhalisa noma izinombolo zikamazisi, isimo somsebenzi neminingwane yasebhange
Abahlinzeki bezinsiza	amagama, inombolo yokubhalisa, izinombolo ze-vat, ikheli, izimfihlo zohwebo neminingwane yasebhange
Abasebenzi	ikheli, iziqu, ubulili nohlanga

10.3 Abemukeli noma izigaba zabemukeli ezingase zihlinzekwe ngolwazi lomuntu siqu

Izigaba zolwazi lomuntu siqu	Abemukeli noma izigaba Zabemukeli ezingase zihlinzekwe ngolwazi lomuntu siqu
Inombolo kamazisi namagama, ukuze kuhlolwe ubugebengu	Izinkonzo zamaphoyisa zaseNingizimu Afrika
Iziqu, ukuze kuqinisekiswa iziqu	Igunya leziqu laseNingizimu Afrika
Umlando wesikweledu nokukhokha, ukuze kutholwe ulwazi lwesikweledu	Izinhlango ezihlaziya izikweledu

10.4 Incazelo ejwayelekile yezinyathelo zokuvikela ulwazi okumele zisetshenziswe inhlango enesibophu sokuqinisekisa imfihlo, ubuqotho nokutholakala kolwazi

- Ukuguqulwa kwedatha ibe yikhodi
- Iphasiwedi
- I-Anti-virus kanye
- Nezinhlalo zokunqanda amagciwane ekhompuyutha.

11. UKUTHOLAKALA KWEMANUWALI

11.1 Ikhophi yeManuwali iyatholakala-

11.2 LeManuwali itholakala ngalezi zilimi ezintathu ezilandelayo ezisemthethweni

11.2.1 IsiNgisi;

11.2.2 IsiSuthu saseNingizimu

11.2.3 IsiZulu

11.3 ku-www.joburgmarket.co.za,

11.3 Ehovisi eliyinhloko lase-(Joburg Market) ukuze ihlolwe umphakathi ngezikhathi zokusebenza ezijwayelekile;

11.4 Kunoma yimuphi umuntu ocelile nangemuva kokukhokha kwemali enqunyiwe efanele; kanye

11.5 NakuMlawuli wolwazi uma uwucela.

11.6 Imali yekhophi yeManuwali, njengoba ihlongozwe esigabeni B seMithethonqubo, kufanele ikhokhwe ngekhasi ngayinye eyenziwe ngosayizi ongu-A4.

12. UKUBUYEKEZWA KWEMANUWALI

Umqondisi omkhulu we-Joburg Market uzohlala ebuyekeza le manuwali njalo.

Ikhishwe ngu

Ms. Lulama Ndlovu
Isikhulu Esiphezulu (Ibambela)



BUKANA YA TATAISO YA PAIA

E hlophisitswe tumellanong le karolo ya 51 ya Molao wa Kgothaletso ya ho Fumana Tlhahisoleseding wa 2 wa 2000 (jwalo ka ha o fetotswe)

LETSATSI LEO E NGOTSWENG KA LONA: 14/10/2022
LETSATSI LEO E HLAHLOBILWENG KA LONA:

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1. LETHATHAMO LA MANTSWE A KGUTSUFADITSWENG

- 1.1 **“CEO”** Moofisiri yaka Sehloohongwa Phethahatso
- 1.2 **“DIO”** Motlatsi wa Moofisiri wa Tlhahisoleseding;
- 1.3 **“IO”** Moofisiri wa Tlhahisoleseding;
- 1.4 **“Letona”** Letonala Tokale Tlhabollo ya Batshwaruwa;
- 1.5 **“PAIA”** Molao wa Kgothaletso ya ho Fumana Tlhahisoleseding wa No. 2 wa 2000 (jwalo ka ha o fetotswe);
- 1.6 **“POPIA”** Molao wa Tshireletso ya Tlhahisoleseding ya Botho wa 4 wa 2013;
- 1.7 **“Bolaodi”** Bolaodi ba Tlhahisoleseding; le
- 1.8 **“Rephaboliki”** Rephaboliki ya Afrika Borwa

2. SEPHEO SA BUKANA YA TATAISO YA PAIA

Bukanaya Tataiso ya PAIA e molemo bakeng sa hore setjhaba-

- 2.1 se hlahlobe boemo ba ditlaleho tse seng di le teng Joburg Market, ntle le hore se tlamehe ho kenya kopo ya semmuso ya PAIA;
- 2.2 se utlwisise kamoo se lokelang ho etsa kopo ya ho fumana rekoto ya Joburg Market
- 2.3 se fumane dintlha tsohle tse amehang tsa boikopanyo tsa batho ba tla thusa setjhaba ka direkoto tseo se batlang ho di fumana;

- 2.4 se tsebe ditharollo tsohle tse fumanehang ho tswa ho Joburg Market mabapi le kopo ya ho fumana direkoto, pele se ya ho Bolaodi kapa Makgotleng a Molao;
- 2.5 tlhaloso ya ditshebeletso tse fumanehang ho ditho tsa setjhaba ho tswa Joburg Market, le hore na ho ka fumanwa ditshebeletso tseo jwang;
- 2.6 tlhaloso ya tataiso mabapi le kamoo ho ka sebediswang PAIA, jwalo ka ha e ntjhafaditswe ke Bolaodi le hore na e ka fumanwa jwang;
- 2.7 haeba mokgatlo o tla sebedisa tlhahisoleseding ya botho, morero wa ho sebedisa tlhahisoleseding ya botho le tlhaloso ya mekgahlelo ya beng ba tlhahisoleseding le tlhahisoleseding kapa mekgahlelo ya tlhahisoleseding e amanang le seo;
- 2.8 se tsebe haeba Joburg Market e rerile ho fetisa kapa ho sebedisa tlhahisoleseding ya botho naheng e ka ntle ho Rephaboliki ya Afrika Borwa le ho tseba hore na e tla fumanwa ke bomang kapa mekgahlelo ya ba tla fumana tlhahisoleseding ya botho; le
- 2.9 ho tseba hore na Joburg Market e na le mehato e loketseng ya tshireletseho ho netefatsa hore ho bolokwa sephiri, botshepehi le ho fumaneha ha tlhahisoleseding ya botho e tla sebediswa.

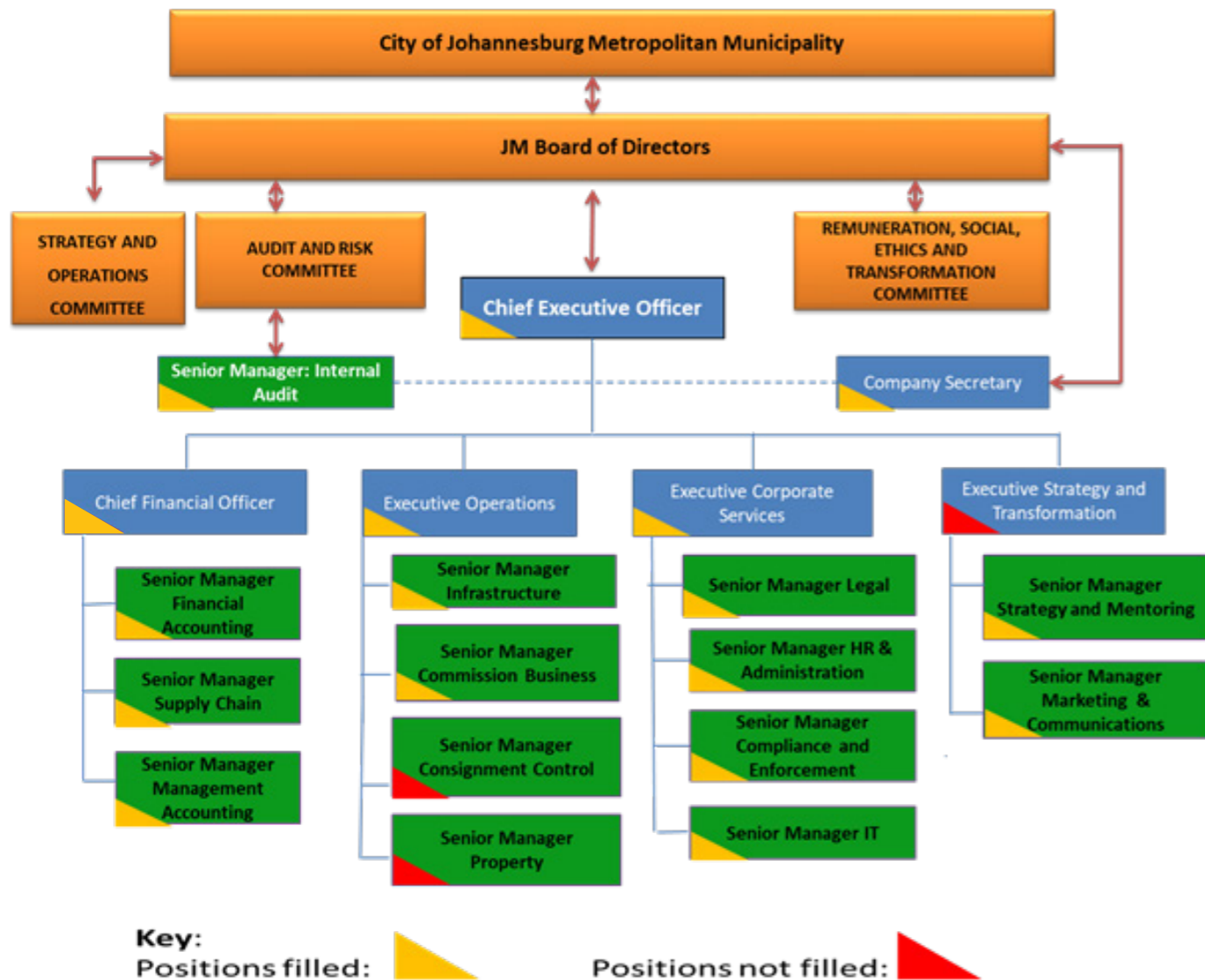
3. HO THEHWA HA JOBURG MARKET

3.1. Sepheo/Thomo

Khamphani ena e na le thomo ya ho sebetsa le ho laola sebaka sa mmara sa dihlahiswa tse foreshe tsa boleng bo botle se fanang ka tshebeletso ya tlatsetso e amanang le indasteri. Tumellanong le leano la rona la SMART Market, re atolositse thomo ya rona hore e akareletse;

- ho fana le ho laola dibaka tse bolokehileng, tse hlwekileng le tsa setlabotjha bakeng sa ho bapatsa, ho rekisa le ho aba dihlahiswa tse foreshe;
- ho fana ka Theknoloji ya Tlhahisoleseding ya Setlabotjha le Disebediswa (Smart Information Technologies and Devices) bakeng sa indasteri ya dihlahiswa tse foreshe;
- polokeho ya dijo le ditekanyetso tsa boleng, ka tsela eo, ho kgothaletswe mokgwa wa bophelo bo botle;
- Ho etsa hore mmaraka o fihlellwe, le hore dihlahiswa tse foreshe di fumanehe le hona ka theko e tlase bakeng sa bareki ba rona.

4. TLHOPHISO YA JOBURG MARKET LE TSHEBETSO YA YONA



5. DINTLHA TSA BOIKOPANYO BAKENG SA TLHAHISOLESERING YA Joburg Market (SOC) Ltd

5.1. Moofisiri ya ka Sehloohong wa Tlhahisoleseding

Lebitso: Cedric Nephawe
 Mohala: 011 992 8030
 Imeile: cnephawe@joburgmarket.co.za
 Nomoro ya fekse: 011 613 7381

5.2. Motlatsi wa Moofisiri wa Tlhahisoleseding.

Lebitso: Malebo Malebo
 Mohala: 011 992 8097
 Imeile: MMalebo@joburgmarket.co.za
 Nomoro ya fekse: 011 613 7381

5.3. Dintlha tse akaretsang tsa ho fumana tlhahisoleseding

Imeile: info@joburgmarket.co.za

5.4. Ofisi ya Naha kapa Ntlokgolo

Aterese ya Poso: PO Box 86007 City Deep, Johannesburg, 2049

Aterese ya sebaka: 4 Fortune Roade, City Deep, Johannesburg, 2049

Mohala: 011 992 8000

Imeile: info@joburgmarket.co.za

Websaete www.joburgmarket.co.za

6. TATAISO YA KAMOO HO KA SEBEDISWANG PAIA LE KAMOO HO KA FUMANWANG TATAISO ENA

- 6.1. Tumellanong le karolo ya 10(1) YA PAIA, jwalo ka ha e fetotswe, bolaodi bo ntjhafaditse le ho etsa hore Tataiso e hlahlobilweng bakeng sa kamoo ho ka sebediswang PAIA ("Tataiso"), e fumanehe ka mokgwa o bonolo haholo, ka tsela eo ka ho utlwahalang e ka hlokwang ke motho ya batlang ho sebedisa tokelo efe kapa efe eo a nang le yona e boletsweng ho PAIA le POPIA.
- 6.2. Tataiso e fumaneha kapuokanngwe ya semolaoleka braille.
- 6.2.1. Senyesemane
- 6.2.2. Sesotho sa Borwa
- 6.2.3. Sezulu
- 6.3. Tataiso e boletsweng ka hodimo e na le tlhaloso ya
- 6.3.1. se fuperweng ke PAIA le POPIA;
- 6.3.2. aterese ya poso le ya seterata, nomoro ya mohala le aterese ya imeile ya
- 6.3.2.1. Moofisiri wa Tlhahisoleseding, le
- 6.3.2.2. Motlatsi wa Moofisiri wa Tlhahisoleseding ho latela karolo ya 17(1) ya PAIA le karolo ya 56 ya POPIA ;
- 6.3.3. mokgwa le tsela ya ho batla
- 6.3.3.1. ho fumana tlaleho ya Joburg Market e hlahositsweng karolong ya 11³; le

- 6.3.3.2. ho fumana tlaleho ya mokgatlo wa poraefete e hlahositsweng karolong ya 50⁴;

- 6.3.4. thuso e fumanehang e tswang ho Moofisiri wa Tlhahisoleseding wa Joburg Market tumellanong le PAIA le POPIA;

- 6.3.5. thuso e fumanehang e tswang ho Bolaodi tumellanong le PAIA le POPIA;

¹ Karolo ya 17(1) ya PAIA- Bakeng sa merero ya PAIA, Joburg Market ka nngwe e lokela ho kgetha palo e jwalo ya batho e le batlatsi ba baofisiri ba tlhahisoleseding jwalo ka ha ho hloka hahala ho etsa hore Joburg Market e fumanehe ka hohle ka moo ho kgonehang bakeng sa ba batlang direkoto tsa yona, ho latela molao o tsamaisang ho hirwa ha basebetsi ba Joburg Market.

² Karolo ya 56(a) ya POPIA- mokgatlo ka mong wa setjhaba le wa poraefete o lokela ho etsa tokisetso, ka tsela e hlahositsweng karolong ya 17 ya Molao wa Kgothaletso ya ho Fumana Tlhahisoleseding, ka diphetoho tse hloka halang, ya hore ho thonngwe palo e jwalo ya batho, haeba e le teng, e le batlatsi ba baofisiri ba tlhahisoleseding kamoo ho hloka halang bakeng sa ho phetha mesebetsi le boikarabelo bo boletsweng karolong ya 55(1) ya POPIA.

³ Karolo ya 11(1) ya PAIA- Mokopi o lokela ho fuwa rekoto ya Joburg Market haeba mokopi eo a iphaphathile ka sohle se hlokwang ke mokgwa wa ho etsa dintho o boletsweng ho PAIA o amanang le kopo ya ho fumana rekoto eo; mme ho fumana rekoto eo ntle ho kganyetso tumellanong le mabaka afe kapa afe a ho hana a boletsweng Khaolong ya 4 ya Karolo ena.

6.3.6. ditharollo tsohle tsa molao tse fumanehang mabapi le kgato kapa ho hloleha ho nka kgato mabapi le tokelo kapa boikarabelo bo boletsweng kapa bo hlokwang ke PAIA le POPIA, ho akareletsa mokgwa wa ho kenya

6.3.6.1. boipiletso bo entsweng ka hare;

6.3.6.2. tletlebo ho Bolaodi; le

6.3.6.3. kopo ka lekgotla kgahlanong le qeto e entsweng ke moofisiri wa tlhahisoleseding wa Joburg Market, qeto ya boipiletso bo entsweng ka hare kapa qeto ya Bolaodi kapa qeto ya mookamedi wa mokgatlo wa poraefete;

6.3.7. ditokisetso tse boletsweng ho karolo ya 14 le ya 51 di hloka hore Joburg Market e etse bukana ya tataiso, le hore na bukana eo e fumanehe jwang;

6.3.8. ditokisetso tsa karolo ya 15 le 52 tse dumellang Joburg Market hore e ka fana ka mekgahlelo ya direkoto ka boithaopo

6.3.9. ditsebisano tse boletsweng tumellanong le karolo ya 22 le ya 54 mabapi le ditefiso tse lefuwang mabapi le ho kenya kopo ya ho fumana tlhahisoleseding; le

6.3.10. melao e entsweng tumellanong le karolo ya 92.

6.4. Ditho tsa setjhaba di ka hlahloba kapa tsa etsa dikhopi tsa Tataiso ho tswa diofising tsa Joburg Market, ho akareletsa ofisi ya Boladi, nakong ya dihora tse tlwaelehileng tsa mosebetsi.

⁴ Karolo ya 50(1) ya PAIA- Mokopi o lokela ho fumana rekoto efe kapa efe ya mokgatlo wa poraefete haeba

- a) rekoto eo e hloka hore bakeng sa ho sebedisa kapa ho sireletsa ditokelo dife kapa dife;
- b) motho eo a iphaphatha le mehato yohle e hlokwang e ho PAIA e amanang le ho kopa ho fumana rekoto eo; le
- c) ho fumana rekoto eo ntle le kganyetso tumellanong le mabaka afe kapa afe a ho hana a boletsweng Khaolong ya 4 ya Karolo ena.

⁵ Karolo ya 14(1) ya PAIA- Moofisiri wa Tlhahisoleseding wa Joburg Market o lokela ho etsa hore bukana ya tataiso e nang le tlhahisoleseding e boletsweng serapeng sa 4 ka hodimo e fumanehe bonyane ka dipuo tse tharo tsa semmuso.

⁶ Karolo ya 51(1) ya PAIA- Mookamedi wa mokgatlo wa poraefete o lokela ho etsa hore bukana ya tataiso e nang le tlhahisoleseding e boletsweng serapeng sa 4 ka hodimo e fumanehe.

⁷ Karolo ya 15(1) ya PAIA- Moofisiri wa tlhahisoleseding wa Joburg Market, ka tsela e hlalositse, o lokela ho etsa hore ho fumanehe tlhaloso ya mekgahlelo ya direkoto ya Joburg Market tse fumanehang ka kotloloho ntle le hore motho a kenye kopo ya ho di fumana

⁸ Karolo ya 52(1) ya PAIA- Mookamedi wa mokgatlo wa poraefete, ka tsela e hlalositse, o lokela ho ithaopela hore ho fumanehe tlhaloso ya mekgahlelo ya direkoto ya Joburg Market e fumanehang ka kotloloho ntle le hore motho a kenye kopo ya ho e fumana

⁹ Karolo ya 22(1) ya PAIA- Moofisiri wa tlhahisoleseding wa Joburg Market eo kopo e lebiswang ho yena bakeng sa ho fumana tlhahisoleseding o lokela ho tsebisa mokopi hore a lefe tefiso e boletsweng ya ho kenya kopo (haeba e le teng), pele a ka sebetsa kopo ya hae.

¹⁰ Karolo ya 54(1) ya PAIA- Mookamedi wa mokgatlo wa poraefete eo kopo e lebiswang ho yena bakeng sa ho fumana tlhahisoleseding o lokela ho tsebisa mokopi hore a lefe tefiso e boletsweng ya ho kenya kopo (haeba e le teng), pele a ka sebetsa kopo ya hae.

- 11 Karolo ya 92(1) ya PAIA e bolela hore –“Letona le ka nna la etsa melao, ka tsebiso ya Gazette, mabapi le-
- taba efe kapa efe e hloka kapa e dumeletsweng ke Molao ona hore e etswe;
 - taba efe kapa efe e amanang le ditefiso tse boletsweng karolong ya 22 le ya 54;
 - tsebiso efe kapa efe e hlokwang ke Molao ona;
 - mokgwa o tshwanang o sebediswe ke moofisiri wa tlhahisoleseding wa Joburg Market ha a etsa diqeto tsa hore na e be mekgahlelo efe ya direkoto e tla fumaneha tumellanong le karolo ya 15; le
 - taba efe kapa efe ya tsamaiso kapa ya ho etsa dintho e hloka hlang e le hore se boletsweng ho Molao ona se sebediswe.”

6.5. Tataiso e ka boela ya fumanwa-

6.5.1. ha e kotjwa ho Moofisiri wa Tlhahisoleseding;

6.5.2. Ho tswa websaeteng ya Bolaodi (<https://www.justice.gov.za/infocreg/>).

7. MEKGAHLELO YA DIREKOTO TSA (JOBURG MARKET) TSE FUMANEHANG NTLA LE HORE MOTHO A KENYE KOPO YA HO DI FUMANA

Ka tlase mona ke direkoto le mekgahlelo tseo Joburg Market e nang le tsona

Mekgahlelo ya direkoto	ya Mefuta ya Direkoto	Tse Fumanehang Websaeteng	Tse fumanehang ha di kotjwa
Difaele tsa Basebetsi	Tsa Botho		X
Tlhahisoleseding ya Bareki	Setjhaba		X
Ditokomane tsa dithendara	Setjhaba	X	
Ditsebiso	Setjhaba	X	
Sekgeo sa Mosebetsi	Setjhaba	X	

8. TLHALOSO YA DIREKOTO TSA (JOBURG MARKET) TSE FUMANEHANG TUMELLANONG LE MOLAO OFE KAPA OFE O MONG

Mekgahlelo ya direkoto	Melao e Amehang
Memorandum of incorporation	Molao wa Dikhamphani wa 71 wa 2008
Bukana ya Tataiso ya PAIA	Molao wa Kgothaletso ya ho Fumana Tlhahisoleseding wa No. 2 wa 2000

9. TLHALOSO YA BENG BA TLHAHISOLEDING EO JOBURG MARKET E NANG LE DIREKOTO TSA BONA LE MEKGAHLELO YA BONA

Direkoto tsa Joburg Market di na le	Mekgahlelo ya direkoto
Ditokomane tsa Tlhophiso, Dipolane, Ditshisinyo	Ditlaleho tsa Selemo le Selemo, Dipolane tsa Tlhophiso, Polane ya Tshebetso ya Selemo.
Lefapha la Kgiro	- Maano a HR le mekgwa ya ho sebetsa - Mesebetsi e bapaditsweng - Direkoto tsa basebetsi

10. HO SEBEDISA TLHAHISOLEDING YA BOTHO

10.1 Sepheo sa ho Sebedisa Tlhahisoleding ya Botho

Pokello ya tlhahisoleding le taolo ya ho etsa dintho holatela tlwaelo

10.2 Tlhaloso ya mekgahlelo ya Beng ba Tlhahisoleding le tlhahisoleding kapa mekgahlelo ya tlhahisoleding e amanang le bona

Direkoto tsa Joburg Market di na le	Mekgahlelo ya direkoto
Ditokomane tsa Tlhophiso, Dipolane, Ditshisinyo	Ditlaleho tsa Selemo le Selemo, Dipolane tsa Tlhophiso, Polane ya Tshebetso ya Selemo.
Lefapha la Kgiro	- Maano a HR le mekgwa ya ho sebetsa - Mesebetsi e bapaditsweng - Direkoto tsa basebetsi

10.3 Ho ka bolelwa batho ba tla fumana tlhahisoleding ya botho kapa mekgahlelo ya bona

Mekgahlelo ya tlhahisoleding ya botho	Ho ka bolelwa Batho ba tla Fumana Tlhahisoleding ya Botho kapa Mekgahlelo ya Bona
Dinomoro tsa boitsebahatso le mabitso, bakeng sa ho hlahloba tlaleho ya tlolo ya molao	Ditshebetso tsa Sepolesa sa Afrika Borwa
Mangolo a ditsebo tsa thuto, bakeng sa ho hlahloba ho tshwaneleha ha thuto	South African Qualifications Authority
Nalane ya Sekoloto le ho se lefa, bakeng sa tlhahisoleding ya sekoloto	Credit Bureaus

10.4 Tlhaloso e akaretsang ya Mehato ya Tshireletso ya Tlhahisoleding e lokelang ho sebediswa ke ba ikarabellang ho netefatsa hore ho bolokwa sephiri, botshepehi le boteng ba tlhahisoleding

- Ho Kenya Khoutu Tlhahisoleding
- Phasewete
- Anthivaerese le
- Anti-malware Solutions.

11. HO FUMANEHA HA BUKANA YA TATAISO

- 11.1 Khopi ya Bukana ya Tataiso e a fumaneha- Bukana ena ya Tataiso e fumaneha ka dipuo tse latelang tse tharo tsa semmuso
- 11.1.1 English;
 - 11.1.2 Sesotho sa Borwa
 - 11.1.3 Sezulu

- 11.2 ho www.joburgmarket.co.za,
- 11.3 ntlokgolo ya (Joburg Market) bakeng sa ho hlahlojwa ke setjhaba nakong ya dihora tse tlwaelehileng tsa mosebetsi;
- 11.4 ho mang kapa mang ya kopang mme a lefile tefiso e utlwahalang e boletsweng; le
- 11.5 ho Bolaodi ba Tlhahisoleseding ha kopo e kenngwa.
- 11.6 Tefiso ya khopi ya Bukana ya Tataiso, jwalo ka ha ho boletswa sehloathisong sa B sa Melao, e tla leshwa bakeng sa ho etsa fotokhopi ka nngwe ya A4.

12. HO NTJHAFATSWA HA BUKANA YA TATAISO

Mookamedi wa Joburg Market o tla ntjhafatsa bukana ena ya tataiso nako le nako.

E hlophisitswe ke

Ms. Lulama Ndlovu

Moofisiri ya ka Sehloohong wa Phethahatso (Ya tshwereng molepo)



Joburg Market
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