

# Ifom yokonyula umxhamli Ngubani ofuna inkxaso yezimali xa ndisweleka?



## Kutheni kufuneka ndigcwalise le fom?

Ukuba uyasweleka ngexa usebenzela umqeshi, abantu okhetha ukubaxhasa ngezimali kule fom baza kufumana isabelo solondolozo lwakho lomhlalaphantsi kwingxowa-mali yomhlalaphantsi.

Ukuqinisekisa ukuba abo ubathandayo bakhathalelwe xa wena sele ungasekho ukuba ubakhathalele, sifuna ulwazi malunga nawe kunye nabo kule fom.



## Phambi kokuba uyigcwalise yonke ifom

### Ngubani umxhamli?

Inokuba ngumama wakho, umlingane wakho, abantwana bakho, okanye nabani na ongomnye ebomini bakho oxhomekeke kuwe ngezimali, nangesisa na. Aba bantu kuthiwa ngabaxhamli.

### Luza kwabiwa njani ulondolozo lwam lomhlalaphantsi xa ndisweleka?

Uthi umthetho iitrasti eziqhuba ingxowa-mali yomhlalaphantsi kufuneka zenze isigqibo sokuba luza kwabiwa njani ulondolozo lwakho lomhlalaphantsi phakathi kwabaxhamli bakho. Kuza kufuneka bafune onke amalungu osapho lwakho kunye nabaxhomekeki baze benze isigqibo sokuba balwabela bani ulondolozo lwakho lomhlalaphantsi umntu ngamnye ufumana malini.

### Ingaba iitrasti ziza kuyiqhuba iminqweno yam kule fom?

Ngokomthetho le fom kukuvakalisa kwakho *iminqweno yakho* ukuze ikhokele iitrasti. Nakuba kunjalo, ayinguwo *umyolelo obophelela ngokomthetho*. Iitrasti ziza kuyithathela ingqalelo le fom, kwaye ikomiti elawulayo yengxowa-mali inokubanceda ngolu lwazi, kodwa iitrasti zinezwi lokugqibela. Ungaquka naluphi na ulwazi olongezelelekileyo kwibhokisi yamaNqakwana ekwiphepha lesi-2 okholwa ukuba luza kuba luncedo kwibhodi yeetrasti ekwenzeni izigqibo ezifanelekileyo.

### Kwenzekani xa ndingafuni ukuba ilungu losapho lifumane isabelo kulondolozo lwam lomhlalaphantsi?

Faka i-0% uze uchaze ukuba ngoba kwibhokisi yamanqakwana.





## Inkcukacha ezithe vetshe malunga nabaxhamli bakho

Njengokuba ubakhethile ukuba baza kuba ngobani abaxhamli bakho, siza kufuna ulwazi olongezelekileyo malunga nabo kwifom xa iyonke:

- Umhla wokuzalwa (*kuphela ukuba unike inombolo yabo yencwadana yokundwendwela*)
- Idilesi yasekhaya
- Iinkcukacha zoqhagamshelwano

### Nceda ugcalise ulwazi olongezelelweyo ngezantsi olumalunga nabaxhamli bakho

#### Umxhamli woku-1

Igama nefani

Umhla wokuzalwa

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

#### Idilesi yendawo yokuhlala

Isitalato okanye inombolo yeyunithi, igama lekhompleksi okanye lefama

Isabhabhu okanye ilali

Isixeko okanye idolophu

Ilizwe

Ikhowudi

#### Iinkcukacha zoqhagamshelwano

Iselula

Ekhaya

I-imeyli

#### Umxhamli wesi-2

Igama nefani

Umhla wokuzalwa

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

**Idilesi yendawo yokuhlala: Ukuba lo mntu uhlala kwidilesi enye nomnyeumxhamli, awunakude ugcalise kwiinkcukacha zedilesi ngezantsi.**

Gcwalisa nje ngokulula: Idilesi efanayo neyomxhamli oyinombolo:

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|

Isitalato okanye inombolo yeyunithi, igama lekhompleksi okanye lefama

Isabhabhu okanye ilali

Isixeko okanye idolophu

Ilizwe

Ikhowudi

#### Iinkcukacha zoqhagamshelwano

Iselula

Ekhaya

I-imeyli



### Umxhamli wesi-3

Igama nefani

Umhla wokuzalwa

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

**Idilesi yendawo yokuhlala: Ukuba lo mntu uhlala kwidilesi enye nomnyeumxhamli, awunakude ugqwalise kwiinkcukacha zedilesi ngezantsi.**

**Gcwalisa nje ngokulula:** Idilesi efanayo neyomxhamli oyinombolo:

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|

Isitalato okanye inombolo yeyunithi, igama lekhompleksi okanye lefama

Isabhabhu okanye ilali

Isixeko okanye idolophu

Ilizwe

Ikhowudi

**Iinkcukacha zoqhagamshelwano**

Iselula

Ekhaya

I-imeyli

### Umxhamli wesi-4

Igama nefani

Umhla wokuzalwa

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

**Idilesi yendawo yokuhlala: Ukuba lo mntu uhlala kwidilesi enye nomnyeumxhamli, awunakude ugqwalise kwiinkcukacha zedilesi ngezantsi.**

**Gcwalisa nje ngokulula:** Idilesi efanayo neyomxhamli oyinombolo:

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|

Isitalato okanye inombolo yeyunithi, igama lekhompleksi okanye lefama

Isabhabhu okanye ilali

Isixeko okanye idolophu

Ilizwe

Ikhowudi

**Iinkcukacha zoqhagamshelwano**

Iselula

Ekhaya

I-imeyli

### Umxhamli wesi-5

Igama nefani

Umhla wokuzalwa

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

**Idilesi yendawo yokuhlala: Ukuba lo mntu uhlala kwidilesi enye nomnyeumxhamli, awunakude ugqwalise kwiinkcukacha zedilesi ngezantsi.**

**Gcwalisa nje ngokulula:** Idilesi efanayo neyomxhamli oyinombolo:

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|

Isitalato okanye inombolo yeyunithi, igama lekhompleksi okanye lefama

Isabhabhu okanye ilali

Isixeko okanye idolophu

Ilizwe

Ikhowudi

**Iinkcukacha zoqhagamshelwano**

Iselula

Ekhaya

I-imeyli



### Umxhamli wesi-6

Igama nefani

Umhla wokuzalwa

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

**Idilesi yendawo yokuhlala: Ukuba lo mntu uhlala kwidilesi enye nomnyeumxhamli, awunakude ugqwalise kwiinkcukacha zedilesi ngezantsi.**

**Gcwalisa nje ngokulula:** Idilesi efanayo neyoMxhamli oyinombolo:

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|

Isitalato okanye inombolo yeyunithi, igama lekhompleksi okanye lefama

Isabhabhu okanye ilali

Isixeko okanye idolophu

Ilizwe

Ikhowudi

### Iinkcukacha zoqhagamshelwano

Iselula

Ekhaya

I-imeyli



**Ukuba ungathanda ukukhetha abaxhamli abangaphaya, nceda wenze ikopi yeli phepha uyigqwalise kwaye uyingenise nale fom xa iyonke.**



## Isibhengezo sakho

### Isibhengezo sakho

Ngokusayina leli khasi, uyavuma ukuthi:

1. Wena, lungu lengxowa-mali yomhlalaphantsi, uyaqonda ukuba imeko yakho yezimali – kunye naleyo yabantu obadweliswe njengabaxhamli kule fom – inokutshintsha.
2. Ukuba ufuna ukwenza naluphi utshintsho kule fom, kufuneka unike icandelo lakho le-HR ifom ehlaziyiweyo. Kubalulekile ukuba uyihlaziye le fom nanini uthatha inyathelo elikhulu kubomi elifana nokutshata, uqhawulo mtshato okanye usiba nomntwana.
3. Uyaqonda ukuba le fom kukuvakalisa iminqweno yakho kodwa ibhodi yeetrasti yengxowa-mali yomhlalaphantsi inezwi lokugqibela ekubeni ulondolozo lwakho lomhlalaphantsi luza kwabiwa njani.
4. U *mThetho weeNgoxwa-mali zoMhlalaphantsi* ufuna ukuba iitrasti zenze isigqibo esifanelekileyo malunga nokuba lwabiwa njani ulondolozo lwakho lomhlalaphantsi.
5. Ukuba kukho nayiphi ilahleko ngenxa yolwazi olungachanekanga olunikiweyo, ayiyo-Alexander Forbes okanye ingxowa-mali exa kuba noxanduva lwaloo lahleko.
6. Unike iinkcukacha zoqhagamshelwano zabaxhamli bakho kwaye wafaka umhla kule fom. Ukuba akwenziwanga oku, kunokuba nzima kwiitrasti ukufuna amalungu osapho lwakho, oko okunokubanga ukulibaziseka ekubahlawuleni.

Igama elipheleleyo

Usayino lwakho \_\_\_\_\_

Umhla

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|



**Nika ifom egcwalisiweyo kwaye yasayinwa i-HR yakho okanye ummeli kwimivuzo ukuba ayigcine kwifayile yakho yomsebenzi. Bacele ukuba bafake igama lengxowa-mali ngezantsi.**

Igama lengxowa-mali (mayigcwalise i-HR)

### Ulwazi lobuqu, ukugcinwa kwezinto bucala nokhuselo

I-Alexander Forbes iluthatha nzulu ukhuselo lwedatha. Sithobela umthetho ukhusela idatha kunye nolwazi lobuqu *njengoMthetho woKhuselo loLwazi lobuQu*.

Ngokusayina olu xwebhu, uyaqinisekisa ukuba unayo imvume eyimfuneko yokusinika ulwazi lobuqu okanye olukhethekileyo malunga nabanye abantu okanye abantwana ukuba iyadingeka.

**Siza kugcina okanye sabelane ngolwazi lwakho lobuqu namaqela angamanye:**

- ukuphumeza imiyalelo yakho xa nje thina, okanye ingxowa-mali, sidinga
- ukuthobela nawuphi umthetho olufunayo
- ukunxibelelana kunye nawe ngeenkonzo zethu kunye neemveliso apho kufanelekileyo

Xa **sesingenayo imfuno okanye isiseko ngokwasemthethweni sokugcina ulwazi lwakho lobuqu**, siya:

- kulucima, okanye
- silususe ulwazi lobuqu olukwazisayo

Nceda uqhagamshelane nathi ngokusebenzisa iinkcukacha ezinikeziweyo **ukuhlaziya okanye ukulungisa ulwazi lwakho lobuqu**.

Ukuba ngaba ukholelwa ekubeni asiyithobelanga imithetho yokhuselo lwedatha ekuphatheeni ulwazi lwakho lobuqu, uyavuma ukusombulula naziphi na iinkxalabo kunye ne-Alexander Forbes. Ukuba ngaba awanelisekanga sisiphumo sale nkqubo, **ungangenisa isikhalazo** kuMlawuli woLwazi usebenzisa idilesi ye-imeyile yezikhalazo:

**Iwebhusayithi:** <https://www.justice.gov.za/infocoreg>

**I-imeyile yezikhalazo:** [complaints.ir@justice.gov.za](mailto:complaints.ir@justice.gov.za)

**Ilungelo lokubhala lolu xwebhu lelethu**

Awunakukhuphela, ugcine, uthathe okanye uphinde uvelise olu xwebhu ngaphandle kwemvume yethu ebhaliweyo evakalisiweyo