

Ifomu lokuqoka okumele ahlomule Ubani odinga ukuxhaswa kwezezimali uma ngishona?



Kungani kudingeka ukuthi ngigcwalise leli fomu?

Inhloso yaleli fomu ukuthi ubhale okumele bahlomule. Lapho ushona, abaphatheli abaqokiwe bazosebenzisa lolu luhlu ukuze bazi ukuthi bazoyaba kanjani imihlomulo yakho ephathelene nokushona.

Ukuze kuqinisekiswa ukuthi abathandiweyo bakho bayanakekeleka uma ungasekho, sidinga imininingwane yakho kanye nabo kuleli fomu.



Ngaphambi kokuthi ugqwalise ifomu lonke

Ubani okumele ahlomule?

Kuzoba abathembele kuwe futhi bangahlanganisa umama wakho, izingane zakho, noma nanoma ubani omunye othembele kuwe ngokwezezimali. Kanye nenhlangothi esebenzela isihle imbala. Laba bantu babizwa ngokuthi abaqokelwe ukuthi bahlomule.

Ngabe izokwabiwa kanjani imali yami yomhlomulo ophathelene nokushona uma ngishona?

Umthetho uthi abaphatheli abaqokiwe abaqhuba isikhwama sokuthatha umhlalaphansi kumele banqume ukuthi imali eyongelwe imihlomulo ephathelene nokushona izokwabelwa kanjani abaqokelwe ukuhlomula bakho. Kumele bafune wonke amalungu omndeni wakho kanye nabathembele kuwe bese benquma ukuthi imali yakho eyongelwe imihlomulo ephathelene nokushona izokwabelwa bani nokuthi yimalini ezonikezwa umuntu ngamunye.

Ngabe abaphatheli abaqokiwe bazokwenza konke engikufisayo kuleli fomu?

Ngokomthetho leli fomu likhombisa lokho *okufisayo* ukuze libe umhlahlandlela wabaphatheli abaqokiwe. Kodwa-ke, *alibophezeli ngokwezomthetho njengencwadi yokwabiwa kwamafa*. Abaphatheli abaqokiwe bazolibheka leli fomu, futhi ikomidi labaphathi besikhwama lingabazisa ngalolu lwazi, kodwa abaphatheli abaqokiwe yibona abazoba nezwi lokugcina. Ungafaka noma yiluphi ulwazi olwengeziwe Ebhokisini lamanothi ekhasini 2 othemba ukuthi ukuthi ingaba usizo ebhodini labaphatheli abaqokiwe ngokuphathelene nokuthatha isinqumo esinobulungiswa

Kuthiwani uma ngingafuni ukuthi amalungu omndeni wami abelwe imali yami eyongelwe imihlomulo ephathelene nokushona?

Faka u-0% bese uchaza ukuthi kungani ebhokisini lamanothi.



Mayelana nawe (ilungu elisha)

Gcwalisa imininingwane engezansi.

Igama kanye nesibongo

Inombolo kamazisi noma ye-passport

Usuku lokuzalwa

Inombolo yokuqashwa

Umuntu okuxhunywana naye uma kunesimo esiphuthumayo
Igama kanye nesibongo

Imininingwane yokuxhumana

Icelula

Ekhaya

I-imeyli

Uhlu lwabaqokelwe ukuhlomula

Isinyathelo 1: Bhala bonke abathembele kuwe ethebuleni elingezansi

- Oshade naye, umlingani wakho kanye nezingane (zanganoma yimiphi iminyaka yobudala)
- Noma ubani njengamanje othembele kuwena ngokwezezimali
- Abantu okudingeka ubakhokhele isondlo

Uma kukhona abathembele kuwe ongazange ubafake, kungabambezela-ka ukukhokhelwa kwesicelo esifakiwe. Uma kungekho muntu othembele kuwena ngokuphathelele nezezimali, ungaqoka omunye umuntu ofana nomngani, amalungu omndeni awuzalo, Ungaqoka neqembu elisee-

benzela isihle ukuthi lihlomule kokwenziwe yifa lakho. Qinisekisa ukuthi ufaka imininingwane yeqembu elisebenzela isihle esigabeni samanothi ngezansi.

Isinyathelo 2: Manje fakela iphesenti umuntu ngamunye

Khombisa iphesenti lemali yakho eyongelwe imihlomulo ephathelene nokushona okumele ikhokhelwe umuntu ngamunye – ingaba u-0%. Lapho kungu-0%, sicela unikeze isizathu Ebhokisini lamanothi. Isibonelo, 'Indodakazi yami endala isebenza ngokugcwele futhi ayithembele kimina ngokwezezimali' noma 'Ngine-policy yomshwalense oseceleni engiyihlelele engishade naye'.

Isinyathelo 1				Isinyathelo 2	
Igama kanye nesibongo	Inombolo kamazisi noma ye-passport	Ngabe buyini ubudlelwane bakhe naye? Isibonelo umzukulule	Ngabe uxhasa lo muntu ngokwezezimali? Ngicela ubeke uqhushishi (✓) kokukodwa kwalokhu okungakhethwa ngezansi.	Ku-100, ngabe iphesenti elingakanani ongathandwa ukuthi oqokelwe ukuthi ahlomule ngamunye alithole?	
			☐ Yebo ☐ Cha		%
			☐ Yebo ☐ Cha		%
			☐ Yebo ☐ Cha		%
			☐ Yebo ☐ Cha		%
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			☐ Yebo ☐ Cha		%
			☐ Yebo ☐ Cha		%
			☐ Yebo ☐ Cha		%
Bheka ukuthi konke kwenza inani eliphelele elingu-100					%

Ngabe kukhona nanoma yini ofuna abaphatheli abaqokiwe bayazi mayelana nesinqumo sakho?

Amanothi:



Qaphela: Abaphatheli abaqokiwe bazobheka ukuthembela kuwe ngokuphathelele nezimali kwabantu obafake kuleli fomu. Kodwa-ke, abaphatheli abaqokiwe bazoba nezwi lokugcina ekunqumeni ukutheni bazokwabelwa kanjani imali yakho yomhlomulo ophathelene nokushona.

Uma udinga usizo ngokuphathelele nokuqonda leli fomu, sicela ushayeke uringo i-call centre ku-0860 100 333 noma uthumele i-imeyli admin@alexforbes.com.



Eminye imininingwane ngokuphathelene nobaqokele ukuthi bahlomule

Njengoba usukhethe ukuthi ubani ofuna ukuthi ahlomule, sizodinga olunye ulwazi olwengeziwe mayelana nabo egxenyeni yefomu esele:

- Usuku lokuzalwa (*kuphela uma unikeze inombolo yabo ye-passport*)
- Ikheli lasekhaya
- Imininingwane yokuxhumana

Sicela ugcwalise imininingwane eyengeziwe ngezansi mayelana nabaqokelwe ukuthi bahlomule bakho.

Oqokelwe ukuthi ahlomule 1

Igama kanye nesibongo

Usuku lokuzalwa

D	D	M	M	Y	Y	Y	Y
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Ikheli lendawo yokuhlala

Umgwaqo noma inombolo ye-unit kumgwaqo, igama le-complex noma lepulazi

I-Suburb noma indawo yasemakhaya

Idolobha noma idolobhana

Izwe

Ikhawudi

Imininingwane yokuxhumana

Iselula

Ekhaya

I-imeyli

Oqokelwe ukuthi ahlomule 2

Igama kanye nesibongo

Usuku lokuzalwa

D	D	M	M	Y	Y	Y	Y
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Ikheli lendawo yokuhlala: Uma lo muntu ehlala ekhelini elifanayo nelomunye oqokelwe ukuthi ahlomule, akudingeki ukuthi ugcwalise imininingwane yekheli ngezansi.

Vele ugcwalise ngokuthi: Ikheli liyefana neloqokelwe ukuthi ahlomule ongunombolo:

1	2	3	4	5	6
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Umgwaqo noma inombolo ye-unit kumgwaqo, igama le-complex noma lepulazi

I-Suburb noma indawo yasemakhaya

Idolobha noma idolobhana

Izwe

Ikhawudi

Imininingwane yokuxhumana

Iselula

Ekhaya

I-imeyli



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Oqokelwe ukuthi ahlomule 3

Igama kanye nesibongo

Usuku lokuzalwa

D	D	M	M	Y	Y	Y	Y
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Ikheli lendawo yokuhlala: Uma lo muntu ehlala ekhelini elifanayo nelomunye oqokelwe ukuthiahlomule, akudingeki ukuthi ugcwalise imininingwane yekheli ngezansi.

Vele ugcwalise ngokuthi: Ikheli liyefana neloqokelwe ukuthi ahlomule ongunombolo:

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

Umgwaqo noma inombolo ye-unit kumgwaqo, igama le-complex noma lepulazi

I-Suburb noma indawo yasemakhaya

Idolobha noma idolobhana

Izwe

Ikhawudi

Imininingwane yokuxhumana

Iselula

Ekhaya

I-imeyli

Oqokelwe ukuthi ahlomule 4

Igama kanye nesibongo

Usuku lokuzalwa

D	D	M	M	Y	Y	Y	Y
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Ikheli lendawo yokuhlala: Uma lo muntu ehlala ekhelini elifanayo nelomunye oqokelwe ukuthiahlomule, akudingeki ukuthi ugcwalise imininingwane yekheli ngezansi.

Vele ugcwalise ngokuthi: Ikheli liyefana neloqokelwe ukuthi ahlomule ongunombolo:

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

Umgwaqo noma inombolo ye-unit kumgwaqo, igama le-complex noma lepulazi

I-Suburb noma indawo yasemakhaya

Idolobha noma idolobhana

Izwe

Ikhawudi

Imininingwane yokuxhumana

Iselula

Ekhaya

I-imeyli

Oqokelwe ukuthi ahlomule 5

Igama kanye nesibongo

Usuku lokuzalwa

D	D	M	M	Y	Y	Y	Y
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Ikheli lendawo yokuhlala: Uma lo muntu ehlala ekhelini elifanayo nelomunye oqokelwe ukuthiahlomule, akudingeki ukuthi ugcwalise imininingwane yekheli ngezansi.

Vele ugcwalise ngokuthi: Ikheli liyefana neloqokelwe ukuthi ahlomule ongunombolo:

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

Umgwaqo noma inombolo ye-unit kumgwaqo, igama le-complex noma lepulazi

I-Suburb noma indawo yasemakhaya

Idolobha noma idolobhana

Izwe

Ikhawudi

Imininingwane yokuxhumana

Iselula

Ekhaya

I-imeyli



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Oqokelwe ukuthi ahlomule 6

Igama kanye nesibongo

Usuku lokuzalwa

D	D	M	M	Y	Y	Y	Y
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Ikheli lendawo yokuhlala: Uma lo muntu ehlala ekheleni elifanayo nelomunye oqokelwe ukuthi ahlomule, akudingeki ukuthi ugcwalise imininingwane yekheli ngezansi.

Vele ugcwalise ngokuthi: Ikheli liyefana neloqokelwe ukuthi ahlomule ongunombolo:

1	2	3	4	5	6		
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Umgwaqo noma inombolo ye-unit kumgwaqo, igama le-complex noma lepulazi

I-Suburb noma indawo yasemakhaya

Idolobha noma idolobhana

Izwe

Ikhawudi

Imininingwane yokuxhumana

Iselula

Ekhaya

I-imeyli



Uma ungathanda ukukhetha abaqokelwe ukuthi bahlomule abengeziwe, sicela uqinisekise ukuthi ukopisha leli khasi ukuze uligcwalise bese ulifaka naleli fomu lonke.

Isimemezelo sakho

Isimemezelo sakho

Ngokusayina leli khasi, uyavuma ukuthi:

1. Wena, ilungu lesikhwama sokuthatha umhlalaphansi, uyazi ungesimo sakho sezezimali – nokuthi ebantwini obasho njengabantu obaqokele ukuthi bahlomule kuleli fomu – bangashintsha.
2. Uma ufuna ukwenza izinguquko kuleli fomu, kumele unikeze umnyango wakho we-HR ifomu elinemininingwane yakamuva. Kubalulekile kakhulu ukuthi ulokhu ufaka imininingwane yakamuva kuleli fomu njalo lapho kuba nesehlakalo esikhulu empilweni yakho njengokushada, ukudivosa, noma uba nengane noma uma kushona oqokelwe ukuthi ahlomule.
3. Uyaqonda ukuthi leli fomu likhombisa lokho okufisayo kodwa ibhodi labaphatheli abaqokiwe lesikhwama semihlomulo ephathelene nokushona linezwi lokugcina ngokuphathelene nokuthi izokwabiwa kanjani imali yemihlomulo ephathelene nokushona.
4. **Umthetho Obhekelele Izikhwama Zokuthatha Umhlalaphansi** udinga ukuthi abaphatheli abaqokiwe bathathe isinqumo esinobulungiswa ngokuphathelene nokuthi izokwabiwa kanjani imali yakho oyongele ukuthatha umhlalaphansi.
5. Uma kukhona nanoma yikuphi ukulahlekelwa ngenxa yolwazi olungelona olufanele olunikeziwe, akekho phakathi kuka-Alexforbes noma isikhwama ozoba nesibophezelo ngokuphathelene nokulahlekelwa.
6. Unikeze imininingwane yokuxhumana ybqaqokele ukuthi bahlomule futhi wafaka usuku kuleli fomu. Uma lokhu kungenziwanga, kungaba nzima ukuthi abaphatheli abaqokiwe bafune amalungu omndeni wakho, nokungabangela ukubambezeka ekubakhokheleni.

Igama nesibongo

Isiginesha yakho

Usuku

D	D	M	M	Y	Y	Y	Y
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Nikeza ifomu eligcwalisiwe lase lasayinwa u-HR wakho noma omele i-payroll ukuze aligcine efayeleni lakho lomsebenzi. Bacele ukuthi bagcwalise igama lesikhwama ngezansi.

Igama lesikhwama (elizogcwaliswa u-HR)

Ulwazi lomuntu siqu, ubumfihlo nokuphepha

Thola ukuthi siluvikela kanjani ulwazi lwakho lomuntu siqu, ubumfihlo nokuphepha.

Singabanikazi bombhalo kule dokhumenti

Akumele ukopishe, ugcine, ukhiphe ensizeni ethile noma ukhiqize kabusha le dokhumenti ngaphandle kokuthola imvume yethu ebhalwe **phansi**.