

## Ifom yokonyula umxhamli Ngubani ofuna inkxaso yezimali xa ndisweleka?



### Kutheni kufuneka ndigcwalise le fom?

Injongo yale fom kukuba uxele abaxhamli bakho. Xa usweleka, iitrasti zengxowamali ziza kusebenzisa olu luhlu ukuzinceda zenze isigqibo sokuba ziza kwabiwa njani na iibhenefithi zakho zokusweleka.

Ukuqinisekisa ukuba abo ubathandayo bakhathalelwe xa ungasekho wena kwaye ungasenawukwazi ukubakhathalela sifuna ulwazi olumalunga 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.

#### Ziza kwabiwa njani iibhenefithi zam zokusweleka xa ndisweleka?

Uthi umthetho iitrasti eziqhuba ingxowa-mali yomhlalaphantsi kufuneka zenze isigqibo sokuba ziza kwabiwa njani iibhenefithi zakho zokusweleka phakathi kwabaxhamli bakho. Kuza kufuneka bafune onke amalungu osapho lwakho kunye nabaxhomekeki baze benze isigqibo sokuba ziza kwabiwa njani iibhenefithi zakho zokusweleka 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 ekwiphapha lesi-2 okholwa ukuba luza kuba luncedo kwibhodi yeestrasti ekwenzeni izigqibo ezifanelekileyo.

#### Kwenzekani xa ndingafuni ukuba ilungu losapho lifumane isabelo seebhenefithi zam zokusweleka?

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



## Malunga nawe (ilungu)

### Gcwalisa iinkcukacha ezingezantsi.

Igama nefani

Inombolo yesazisi okanye yencwadana yokundwendwela  
Inombolo yomsebenzi

Umhla wokuzalwa

D	D	M	M	Y	Y	Y	Y
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Inombolo yengxakeko  
Igama nefani

Iinkcukacha zoqhagamshelwano

Iselula

Ekhaya

I-imeyli

## Dwelisa abaxhamli bakho

### Inyathelo loku-1: Dwelisa bonke abaxhomekeke kuwe kwitheyhile engezantsi

- Umlingane, iqabane nabantwana (nobobuphi ubudala)
- Nabani ongomnye okwangoku oxhomekeke kuwe ngokwezimali
- Abantu ekufuneka ubahlawule isondlo

Ukuba kukho abaxhamli ongakhange ubakhankanye, oku kunokulibazisa ibango lentlawulo. Ukuba akukho mntu uxhomekeke kuwe ngezimali nangeyiphi indlela, ungakhetha omnye umntu njengomxhamli (usapho okanye isisa na).

### Inyathelo lesi-2: Ngoku yabela umntu ngamnye ipesenti

Bonisa ipesenti iibhenefithi zakho zokusweleka eza kuhlawulwa kumntu ngamnye – inokuba li-0%. Apho ili-0%, nceda unike isizathu kwibhokisi yamaNqakwana. Umzekelo, 'Intombi yam endala inomsebenzi osisigxina kwaye ayixhomekekanga kum ngezimali ' okanye 'Ndinepolisi yeinshurensi esecaleni yomlingane wam'.

Inyathelo loku-1				Inyathelo lesi-2	
Igama neFani	Inombolo yesazisi okanye yencwadana yokundwendwela	Bazalana njani nawe? Umzekelo ngumzukulwana	Uyamondla lomntu ngokwezimali? Nceda uphawule (✓) olunye lokhetho olungezantsi.	Kwi-100, yeyiphi ipesenti ongathanda ukuba ifunyanwe ngumxhamli ngamnye?	
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<b>Khangelana ukuba kuyadibana kwenze i-100 na oku</b>				<b>1</b>	<b>0</b>

Ingaba ikhona into ongathanda ukuba ziyazi iitrasti malunga nesigqibo sakho?

Amanqakwana:

  
  


**Qaphela:** Iitrasti ziza kuthathela ingqalelo ukuxhomekeka ngokwezimali kwabantu oba- uke kule fom. Nakuba kunjalo, iitrasti ziza kuba nezwi lokugqibela ekwenzeni isigqibo sokuba babelwa njani na iibhenefithi zakho zokusweleka.

Ukuba ufuna uncedo ukuqonda le fom, nceda uqhagamshelane neziko leminxeba ku-0860 100 333 okanye i-imeyile **admin@alexforbes.com**.



## Inkcukacha ezithe vetshe malunga nabaxhamli bakho

Njengokuba ubakhethile ukuba baza kuba ngobani abaxhamli bakho, siza kufuna ulwazi olongezelelekileyo 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
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#### Idilesi yendawo yokuhlala

Isitalato okanye inombolo yeyunithi, igama lekhompleksi okanye lefama

Isabhabhu okanye ilali

Isixeko okanye idolophu

Ilizwe

Ikhawudi

#### Iinkcukacha zoqhagamshelwano

Iselula

Ekhaya

I-imeyli

#### Umxhamli wesi-2

Igama nefani

Umhla wokuzalwa

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

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

Isitalato okanye inombolo yeyunithi, igama lekhompleksi okanye lefama

Isabhabhu okanye ilali

Isixeko okanye idolophu

Ilizwe

Ikhawudi

#### Iinkcukacha zoqhagamshelwano

Iselula

Ekhaya

I-imeyli



### Umxhamli wesi-3

Igama nefani

Umhla wokuzalwa

D	D	M	M	Y	Y	Y	Y
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**Idilesi yendawo yokuhlala: Ukuba lo mntu uhlala kwidilesi enye nomnyeumxhamli, awunakude ugcwalise kwiinkcukacha zedilesi ngezantsi.**

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

1	2	3	4	5	6
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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
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**Idilesi yendawo yokuhlala: Ukuba lo mntu uhlala kwidilesi enye nomnyeumxhamli, awunakude ugcwalise kwiinkcukacha zedilesi ngezantsi.**

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

1	2	3	4	5	6
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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
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**Idilesi yendawo yokuhlala: Ukuba lo mntu uhlala kwidilesi enye nomnyeumxhamli, awunakude ugcwalise kwiinkcukacha zedilesi ngezantsi.**

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

1	2	3	4	5	6
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Isitalato okanye inombolo yeyunithi, igama lekhompleksi okanye lefama

Isabhabhu okanye ilali

Isixeko okanye idolophu

Ilizwe

Ikhowudi

**Iinkcukacha zoqhagamshelwano**

Iselula

Ekhaya

I-imeyli



Ngolwazi oluthe vetshe, nceda uqhagamshelane neziko leminxeba ku **0860 100 333** okanye i-imeyile: **admin@alexforbes.com**

### Umxhamli wesi-6

Igama nefani

Umhla wokuzalwa

D	D	M	M	Y	Y	Y	Y
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**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
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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 iibhenefithi zakho zokusweleka ziza luza kwabiwa njani.
4. U *mThetho weeNgonxowa-mali zoMhlalaphantsi* ufuna ukuba iitrasti zenze isigqibo esifanelekileyo malunga nokuba zabiwa njani iibhenefithi zakho zokusweleka.
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
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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)

### Inkcazelo yobuqu, ubumfihlo nokhuseleko

**Fumana** indlela esiyikhusela ngayo inkcazelo yakho yobuqu, ubumfihlo nokhuseleko.