

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 ugcwalise ifomu lonke

Ubani okumele ahlomule?

Kungenzeka kube umama wakho, oshade naye, izingane zakho, noma omunye umuntu osempilweni yakho 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 umhlalaphansi wabaphatheli abaqokiwe. Kodwa-ke, *alibophezeli ngokwezomthetho njengencwadi yokwabiwa kwamafa*. Abaphatheli abaqokiwe bazolibheka leli fomu, futhi ikomidi labaphathi besikhwama lingabasiza 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

Iselula

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 ongabasho, lokhu kungenza kuthathe isikhathi ngaphambi kokukhokhelwa kwesicelo sokukhokhelwa. Uma kungekho muntu othembele kuwe nganoma iyiphi indlela ngoku-

phathelene nezimali, ungakhetha omunye umuntu ukuthi abe oqokelwe ukuthi ahlomule (umndenani noma inhlangothi esebenzela isihle).

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 engshade naye'.

Isinyathelo 1				Isinyathelo 2	
Igama kanye nesibongo	Inombolo kamazisi noma ye-passport	Ngabe buyini ubudlelwane bakhe nawe? Isibonelo umzukulule	Ngabe uxhasa lo muntu ngokwezezimali? Ngicela ubeke uqhushishi (✓) kokukodwa kwalokhu okungakhethwa ngezansi.	Ku-100, ngabe iphesenti elingakanani ongathanda ukuthi oqokelwe ukuthi ahlomule ngamunye alithole?	
			☐ Yebo ☐ Cha		%
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			☐ 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 ngokuphathelene nezimali kwabantu obafake kuleli fomu. Kodwa-ke, abaphatheli abaqokiwe bazoba nezwi lokugcina ekunqumeni ukutheni bazokwabelwa kanjani imali yakho yomhlomulo ophathelene nokushona.

Uma udinga usizo ngokuphathelene nokuqonda leli fomu, sicela ushayeke uringo i-call centre ku-0860 100 333 noma uthumele i-imeyli ku- ccrfadmin@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

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Ukuze uthole olunye ulwazi, sicela ushayele ucingo i-call centre ku-0860 100 333 noma uthumele i-imeyli: admin@alexforbes.com

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 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



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.
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 ukulahllekelwa ngenxa yolwazi olungelona olufanele olunikeziwe, akekho phakathi kuka-Alexander Forbes noma isikhwama ozoba nesibophezelo ngokuphathelene nokulahllekelwa.
6. Unikeze imininingwane yokuxhumana ybbaqokele 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



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 uqobo, ukugcinwa kwemfihlo kanye nokuvikeleka

U-Alexander Forbes uthatha ukuvikelwa kwedatha njengento ebalulekile. Sihambisana nemithetho eshayawe evikela idatha kanye nolwazi lwabantu efana *Nomthetho Wokuvikela Ulwazi Lomuntu Uqobo*.

Ngokusayina le dokhumenti, uyaqinisa ukuthi unemvume yokusihlinzeka ngolwazi lomuntu uqobo noma ulwazi olukhethekile olumayelana nabanye abantu noma izingane uma kudingeka.

Sizogcina ulwazi lwakho uqobo noma sabelane ngalo nabantu besithathu ukuze:

- senze lokho osiyalele kona inqobo nje uma thina, noma isikhwama sidinga ukwenza lokho
- ukuze sihambisane nanoma yimuphi umthetho odinga ukuthi
- sixoxisane nawe mayelana nezinsiza kanye nemikhiqizo lapho kufanele khona

Uma sesingenaso isidingo noma isisekelo sangokomthetho sokugcina ulwazi lwakho uqobo, sizokwenza lokhu okulandelayo:

- sizolucima, noma
- sisuse ulwazi lomuntu uqobo olukuhlonzayo

Sicela usithinte ngokusebenzisa imininingwane ehlinzekiwe **ukuze ufake imininingwane yakamuva noma ulungise ulwazi lwakho uqobo.**

Uma ukholwa ukuthi asizange sihambisane nemithetho yokuvikela idatha ngokuphathelene nokusebenzisa ulwazi lakho uqobo, uzimisele ukuxazulula nanoma yikuphi okungakuphethe kahle no-Alexander Forbes. Uma unganelisekile ngomphumela wale nqubo, **ungafaka isimangalo** Umlawuli Wolwazi usebenzisa ikheli le-imeyli lokufaka izikhalazo:

Iwebhusayithi:

<https://infoeregulator.org.za/>

I-imeyli yokufaka i-imeyli:

POPIAComplaints@infoeregulator.org.za

Singabanikazi bombhalo kule dokhumenti

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