IMANUWALI YE-CARB HOLDINGS (PTY) LTD.

Ihlelwe ngokuvumelana Nesigaba 51 SoMthetho Othuthukisa Ukufinyelelwa Kwemvume, No. 2 ka-2000

Isingeniso

Ngomhla ka-9 Mashi 2001, Umthetho Othuthukisa Ukufinyelelwa Kwemvume, No. 2 ka-2000 ("uMthetho") waqala ukusebenza, wanikeza isigaba 32(2) sasebenza ngokwelungelo Lomthethosisekelo lokufinyelela ulwazi.

Enye yezimfuneko eziyinhloko ezichazwe kulo Mthetho, ukuchibiyelwa kwemanuwali yolwazi enikeza ulwazi ngazo zombili izinhlobo nezigaba zamarekhodi abanjwe ibhodi langasese.

UMthetho uphinde unikezeabantu ilungelo lokufinyelela ulwazi oludingekile mayelana nokusetshenziswa noma ukuvikelwa kwanoma yimaphi amalungelo. Ukuze kunikezwe imvume yokufinyelela ulwazi, kufanele kufinyelelwe izimfuneko ezithile.

Leli phepha lisebenza njengemanuwali yolwazi ye-CARB Holdings (Pty) Ltd. ("CARB") futhi linikeza isikhombo samarekhodi aphethwe yi-CARB nezinqubo zokucela ukufinyelela amarekhodi anjalo.

Ububanzi bemanuwali

Ububanzi bale manuwali buhilela i-CARB nalezi zinhlangano ezilandleayo i-CARB ezithakasela ngokuqondile: i-Mukuru Africa (Pty) Ltd., i-Mukuru Financial Services (Pty) Ltd., ne-Mukuru Shared Services (Pty) Ltd.

Ukutholakala kwale emanuwali

Ikhophi yale manuwali iyatholakala nasemphakathini mayelana nokuhlolwa engosini ye-Mukuru ethi, https://www.mukuru.com/sa/manual-of-carb-holdings-pty-ltd/ noma ngokuyicela kumuntu okubhekiselwe kuye kule manuwali.

Isigaba 51(1)(a)

Imininingwane yokuxhumana

Isibopho solawulo nokuthobela uMthetho, sinikezwe Yisikhulu Esiphakeme (CEO) yakwa-CARB Kwinhloko Yezokuthobela. Isicelo sokulandelala la malungiselelo oMthetho kufanele sidluliselwe ngale ndlela elandelayo:

Umuntu Othintwayo:	Andre Ferriera
Ikheli leposi:	LL75 Parkview Lifestyle, Garsfontein Road, Moreletapark, Pretoria
Ikheli Lendawo:	LL75 Parkview Lifestyle, Garsfontein Road, Moreletapark, Pretoria
Inombolo yocingo:	+27 (0)86 001 8555
Inombolo yefeksi:	+27 (0)11 209 5417
I-E-mail:	andre@mukuru.com

Isigaba 51(1)(b)

Isiqondiso sabacelayo mayelana nokusebenzisa uMthetho

Uma ungadinga incazelo ecacile noma usizo ngalo Mthetho, sikudlulisela Esiqondisweni esishicilelwe Yikhomishini Yamalungelo Abantu ngokwesigaba 10 soMtheho. Sihlanganisa:

- lokho izici zalo Mthetho eziyikho
- imininingwane efanele yokuxhumana yebhodi ngalinye lomphakathi nelangase (uma kunokwenzeka)
- inqubo okufanele ilandelwe ukuze ufake isicelo sokufinyelela amarekhodi
- usizo olutholakalayo oluvela ku-"SAHRC" kanye nezikhulu zolwazi zamabhodi omphakathi
- indlela yokufinyelela imanuwali yebhodi langasese
- zonke izithako ezitholakalela wena ezingokomthetho
- imininingwane yenkokhelo enikeziwe mayelana nezicelo zolwazi.

Isiqondiso sinyatheliswe ngolimi ngalunye *Kusomqulu Kahulumeni* futhi siyatholakala ukuba singahlolwa umphakathi mahhovisi Ekhomishini Yamalungelo Abantu kusukela ngo-Agasti 2003.

Sicela uqondise noma yimiphi imibuzo kwethi:

Ikhomishini YaseNingizimu Afika Yamalungelo Abantu:

PAIA Unit
Braampark Forum 3
33 Hoofd Street
Braamfontein

Ingosi: http://www.sahrc.org.za

Sicela uqondise imibuzo ku:

Inombolo yocingo:	+27 (11) 877 3608
Inombolo yefeksi:	+27 (11) 484 0582
I-E-mail:	PAIA@sahrc.org.za svanderberg@sahrc.org.za tsebulela@sahrc.org.za
Ingosi:	http://www.sahrc.org.za

Isigaba 51(1)(c)

Isimemezelo Esizenzakalelayo

Amarekhodi azenzakalelayo ayatholakala emphakathini

Isaziso sesigaba 52(2) esimayelana nezigaba zamarekhodi, ezitholakala ngaphandle kokuba umuntu acele ukufinyelela ngokwemigomo yoMthetho, sisengakashicilelwa kuze kube manje.

Amarekhodi esishayamthetho

Isigaba 51(1)(d).

Amarekhodi abanjwe ngokuvumelana nesinye isishayamthetho

Amarekhodi abanjwe ngokuhambisana nesishayamthetho esilandelayo:

- Umthetho Oyisisekelo Wezimo Zokuqashwa, No. 75 ka-1997
- Umthetho Wokunikwa Amandla Kwabamnyama Kwezomnotho Obanzi, No 53 ka-2003

- Umthetho Wezinkampani, No. 71 ka-2008
- Ukunxeshezelwa Kokulimala Nezifo Emsebenzini, No. 130 ka-1993
- Umthetho Wokuncintisana, No. 89 ka-1998
- Umthetho Womthethosisekelo WeNingizimu Afrika, No. 108 ka-1996
- Umthetho Welungelo Lokukopa, No. 98 ka-1987
- Umthetho Wokulawulwa Kwezinhlelo Zokutshala Imali Ngokuhlanganyela, No. 45 ka-2002
- Umthetho Wamarejista Wezenzo, No. 47 ka-1937
- Umthetho Wezokuxhumana Ngobuchwepheshe Nezentengiselwano, No. 2 ka-2000
- Umthetho Wokulingana Ngokuqashwa, No. 55 ka-1998
- Umthetho Wokulondolozwa Kwemvelo, No. 73 ka-1989
- Umthetho Wokulawula Izibhamu, No. 60 ka-2000
- Umthetho Wokwelulekwa Kwezezimali Nezinsiza Ezimaphakathi, No. 37 ka-2002
- Umthetho Wesikhungo Sezonhloli Zezezimali, No. 38 ka-2001
- Izinhlaka Eziphathelene Nomthetho Wokuqashwa Komhlaba, No.18 ka-1969 Umthetho Wentela, No. 58 ka-1962
- Umthetho Wobudlelwano Emsebenzini, No. 77 ka-1995
- UMthetho Womshuwalense Wesikhathi Eside, No. 52 ka-1998
- Umthetho Wezokwakha Kazwelonke kanye Namazinga Wokwakha, No. 103 ka-1997
- Umthetho Kazwelonke Wemigwaqo Yezimoto, No. 93 ka-1996
- Umthetho Wezempilo Nokuphepha Emsebenzini, No. 85 ka-1993
- Umthetho Wokukhuthaza Ukufinyelela Ulwazi, No. 2 ka-2000
- Umthetho Ogqugquzela Ukulingana Nokuvimbela Ukubandlululwa Okungafanele, No 4 ka-2000
- Umthetho Wokudalula Okuvikelwe, No. 26 ka-2000
- Umthetho Wamalungelo Obunikazi, No. 57 ka-1987
- Inqubo Yokulawula Ukwamukelwa Kwezokuxhumana kanye Nezinhlinzeko Zomthetho Ohlobene Nolwazi Lokuxhumana, No. 70 ka-2002
- Umthetho Wezentengiso Nezinsiza, No. 25 ka-1964
- Umthetho Wokuthuthukiswa Kwamakhono, No. 97 ka-1997
- Umthetho Wokuthuthukiswa Kwentela Yamakhono, No. 9 ka-1999
- Umthetho Womshwalensi Wesikhashana, No. 53 ka-1998
- Umthetho Wezinsiza Zabaqaphi, No. 36 ka-2004
- Umthetho Webhange LaseNingizimu Afrika, No. 90 ka-1989
- Umthetho Olawula Imikhiqizo Yogwayi, No. 12 ka-1999
- Umthetho Wezimpawu Zokuthengisa, No. 194 ka-1993
- Umthetho Wokudlulisela Umsebenzi, No. 40 ka-1949
- Umthetho Womshwalense Wokungasebenzi, No. 63 ka-2001
- Umthetho Wentela Engezwe Kuntengo, No. 89 ka-1991

Amarekhodi Abanjiwe

Isigaba 51(1)(e)

Isihloko nezigaba zamarekhodi

A. Amarekhodi Ekhasimende

I-CARB yakhiwa yimigqa embalwa yezinsiza ongazibona engosini ye-Mukuru ethi, https://www.mukuru.com/sa/manual-of-carb-holdings-pty-ltd/ izigaba ezilandelayo ngezamarekhodi aphethwe yi-CARB mayelana namakhasimende:

- Izicwadi Zekhasimende
- Imininingwane Yokuthinta Ikhasimende

- Imibiko Yokulawula
- Umthetho Namarekhodi Entela Yekhasimende
- Ulwazi Lwebhizinisi Lomthengi
- Izinto Eziphenyekayo
- Amaphepha Omthetho
- Amalayisensi

B. Ukuphathwa Kwebhizinisi

- Amaminithi Omhlangano
- Amaminithi Omhlangano Wekomidi Eliphethe
- Amarekhodi Okuphatha Ubungozi Obubanzi Bebhizinisi

C. Wonke amanye Amarekhodi aphethwe

Umthetho

- *Zonke Izivumelwano kuyo yonke iminyango*
- *Izinyathelo zomthetho nezinye izimangalo*
- *Amaphepha Wamalungelo Nophawu Lokuhwebelana*
- *Amaphepha omshwalense*

Izimali Nolawulo

- Amarekhodi Ezimali
- Izitatimende Zezimali Zonyaka Nonyaka (ezihlanganisa nemibiko yoku-oditha)
- Izicwadi (ubufakazi benkokhelo)
- Ama-invoyisi nezitatimende
- Imibiko Yokuphatha
- Amarekhodi Entela Nezimbuyiselo (kuhlanganise nembuyiselo ye-VAT)
- Izimbuyiselo ze-SARB Izibalo Zezibalo ze-SA
- Izimbuyiselo zezibalo ze-SA

Umnyango Wezabasebenzi

- Amarekhodi Wezimali Nabakhokhelwayo
- Izibalo ze-BEE
- Amarekhodi Okuthuthukiswa Kwemisebenzi
- Ulwazi Lwabasebenzi
- Imibiko Yokulingana Ngokokuqashwa
- Amathemu Avamile Omsebenzi
- Incwadi Yomsebenzi
- Amarekhodi Esikhathi Sokuphumula
- Amarekhodi Nezimbuyiselo ze-PAYE
- Amarekhodi Okuphathwa Kokukhiqiza
- Izinqubomgomo Nezinqubo
- Imbuyiselo ye-UIF
- Inzuzo Yomhlalaphansi Nerekhodi Losizo Lwezokwelashwa

Ulwazi Lokuphatha Nezobuchwepheshe

- Irejista Yamathuluzi
- Ulwazi Lwezinqubomgomo, Izindinganiso, Izinqubo kanye

- Neziqondiso
- Isofthiwe yerejista

Ukufunda Nemfundo

- Izinto Zokuqeqeshwa
- Amarekhodi Okuqeqeshwa Nezibalo
- Izivumelwano Zokuqeqeshwa

Ukumaketha Nokukhulumisana

- Amaphepha Esiphakamiso
- Ulwazi Lokuphathwa Kophawu
- Amasu Okumaketha
- Amasu Okukhulumisana
- Izincwajana Zokumaketha

Ukusebenza

- Amarekhodi Okulawula Ukufinyelela
- Amaphepha Okulawula Okufakwa Enqolobaneni
- Amasu Okukhulumisana
- Izicwadi Ezivamile
- Ulwazi Lokuphathwa Kocingo Lwehhovisi
- Amaphepha Okuhamba
- Amaphepha Okubhaliswa Kwemoto

Izinsiza Zikanobhala

- Amaphepha omthetho asebenzayo njengalawo angakhawulelwe kuzitifiketi zebhizinisi nezitifiketi zokuqala ibhizinisi
- Imibiko Yangonyaka
- Imidwebo Yesimo Sebhizinisi
- Imemoranda Nezindatshana Zenhlangano
- Ukwabelana Amarejista
- Izimbuyiselo Ezingokomthetho Kuziphathimandla Ezifanele
- Ukwabelana Ngezitifiketi
- Izivumelwano Zabanamasheya
- Amaminithi Omhlangano

Izicelo zokufinyelela

Isigaba 51(1)(e)

Inqubo Yesicelo Sokufinyelela

Uma kusolwa ukuthi ofake isicelo uthole ukufinyelele kumarekhodi ngokuthumela ulwazi olungamanga noma oludukisayo, kungasungulwa inqubo yezomthetho ngokumelene nalowo ofake isicelo.

Kubalulekile ukuqaphela ukuthi ukugcwaliswa ngempumelelo kanye nokuthumela ifomu lesicelo sokufinyelela akumvumeli ngokuzenzakalelayo lowo ofaka isicelo serekhodi eliceliwe. Isicelo sokuthola irekhodi singaphansi kwemikhawulo ethile uma irekhodi eliceliwe liwela esigabeni esithile njengoba kuchaziwe eNgxenyeni 3 yesahluko 4 soMthetho.

Ukugcwaliswa Kwefomu Lesicelo Sokufinyelela

Ukuze bathole impendulo esheshayo yokucela ukufinyelela, boke abacelayo kufanele baqaphele lokhu okulandelayo uma begcwalisa Ifomu Lesicelo Sokufinyelela:

- Ifomu Lesicelo Sokufinyelela kufanele ligcwaliswe.
- Kudingeka Ubufakazi Bobuwena mayelana nokuqinisekisa ububwena kulowo ofaka isicelo. Ngakho-ke, ngaphezu kwefomu lokufinyelela, abafaka isicelo kuzodingeka banikeze nangekhophi yencwadi kamazisi.
- Thayipha noma uphrinte NGAMAGAMA AMAKHULU lapho uphendulo yonke imibuzo.
- Uma umbuzo ungasebenzi, bhala “N/A” ukuze uphendule lowo mbuzo.
- Uma kungenalutho ongalusho empendulweni yombuzo othile, bhala “nil” ukuze uphendule lowo mbuzo.
- Uma isikhala sisincane kufomu elinyathelisiwe, olunye ulwazi lunganikezwa kwi-folio yokwenezela efakiwe.
- Uma kudingeka usebenzise i-folio yokwenezela, bhala isihloko esifanele bese kulandele impendulo ngayinye.

Ukuthunyelwa Kwefomu Lesicelo Sokufinyelela

Ifomu Lesicelo Sokufinyelela eligcwalisiwe kanye nekhophi kamazisi kufanele lilethwe ngeposi elijwayelekile, i-imeyili noma ifeksi (ifeksi kuphela uma licelwe ngumuntu oxhumana naye njengoba kuboniswe ngenhla) futhi kufanele libhekiswe kulowo oxhumana naye njengoba kuboniswe ngenhla. Imali yesicelo sokuqala engu-R57.50 (kuhlang. ne-VAT) izokhokhwa uma kulethwa Ifomu Lesicelo Sokufinyelela. Kodwa le mali ayisebenzi Kubafakizicelo Bakho, okubhekisela kunoma yimuphi umuntu ofuna ukufinyelela kumarekhodi aqukethe ulwazi lwakhe.

Ukukhokhwa Kwemali

Imininingwane yokukhokha ingatholakala kumuntu oxhumana naye njengoba kuboniswe ngenhla futhi ingenziwa ngediphozithi eqondile, ngesheke eliqinisekisiwe lasebhange noma nge-oda leposi (akukho zinkokhelo zekhadi lesikweletu ezamukelwayo). Ubufakazi bokukhokha kumele bunikezwe. Imali yokufinyelela kufanele ikhokhwe ngaphambi kokunikezwa irekhodi eliceliwe. Uma isicelo sokufinyelela siphumelela imali yokufinyelela ingadingeka ekufuneni, ekukhiqizweni kabusha kanye/noma ukulungiselelwa kwamarekhodi futhi kuzobalwa ngokuya ngemali ebekiwe ebekwe ngokoMthetho. Uma idiphozithi seyikhokhiwe mayelana nesicelo sokufinyelela, futhi isicelo senqatshiwe, khona-ke isiphathimandla solwazi esithintekayo kufanele sibuyisele lowo ocelayo idiphozithi.

Isigaba 51(1)(e)

Inqubo Yesicelo Sokufinyelela

<u>Isaziso</u>

Phakathi nezinsuku ezingu-30 zekhalenda zokutholwa kwesicelo i-CARB izonquma ukuthi iyasamukela noma iyasenqaba isicelo bese inikeza inothisi ngezizathu (uma kudingeka) ezimayelana nalokho. Isikhathi sezinsuku ezingu-30 zekhalenda lapho i-CARB kufanele inqume

khona ukuthi iyasinikeza noma siyasenqaba yini isicelo, singanwetshwa sibe yisikhathi esengeziwe esingeqi ezinsukwini ezingu-30 zekhalenda uma isicelo singesezinga elikhulu, noma uma isicelo sidinga ukuba kuseshwe ngolwazi olubanjwe kwelinye ihhovisi le-CARB futhi lolo lwazi lungeke lutholakale ngaphakathi nezinsuku ezingu-30 zekhalenda zasekuqaleni. I-CARB izokwazisa ofake isicelo ngokubhaliwe uma kudingeka kunwetshwe.

Isahluko 4

Izisekelo zokwenqaba ukufinyelelwa kwamarekhodi

Izisekelo eziyinhloko zokwenqaba isicelo solwazi yilezi:

- Ukuvikelwa okuphoqelekile kwemfihlo yomuntu wesithathu ongumuntu wemvelo, okubandakanya ukudalulwa okungenangqondo kolwazi lomuntu siqu lalowo muntu ongokwemvelo.
- Ukuvikelwa okuphoqelekile kolwazi lokuhweba lomuntu wesithathu, uma irekhodi liqukethe:
    - Izimfihlo zokuhwebelana zalowo muntu.
    - Ulwazi lwezezimali, zohwebo, zesayensi noma zobuchwepheshe ukuvezwa kwalo okungabangela ukulimala kuzintshisakalo zezezimali noma zezohwebo zalowo muntu.
    - Ulwazi oludalulwe ngokuzethemba ngumuntu wesithathu kwi-CARB uma lokho kudalulwa kungabeka lowo muntu wesithathu engcuphweni yezingxoxo noma imincintiswano yezohwebo.
- Ukuvikelwa okuphoqelekile kolwazi oluyimfihlo lwamalungu esithathu uma luvikelwe ngokwesivumelwano.
- Ukuvikelwa okuphoqelekile kokuphepha kwabantu kanye nokuvikelwa kwempahla.
- Ukuvikelwa okuphoqelekile kwerekhodi okungathathwa njengelungelo ezinqubweni zomthetho.
- Imisebenzi Yezokuhwebelana ze-CARB ezngafaka, kodwa zingakhawulelwa kulokhu:
    - Izimfihlo zokuhwebelana kwe-CARB
    - Ulwazi lwezezimali, zohwebo, zesayensi noma zobuchwepheshe ukuvezwa kwalo okungabangela ukulimala kuzintshisakalo zezezimali noma zohwebo ze-CARB.

Izimali Zokukhiqiza:

Lapho i-CARB inikeze khona ngokuzithandela uNgqongqoshe uhla lwemikhakha yamarekhodi azotholakala ngokuzenzakalelayo kunoma yimuphi umuntu ocela ukufinyelela kuwo, okuwukuphela kwenkokhelo engakhokhiswa yokuthola lawo marekhodi, kuzoba inkokhelo yokwenziwa kabusha kwamarekhodi okubuzwa ngawo.

Ulwazi oluhlobene namarekhodi omuntu ocela lolo lwazi ayizukukhokhiswa.

Imali ezokhokhwa yokukhiqizwa kabusha kolwazi oluceliwe njengoba kushiwo ngenhla, ngaphandle kwe-VAT:

Incazelo	Inani
Ikhophi ngayinye yekhasi lesayizi ye-A4 noma ingxenye yalo	R1.10
Ikhophi ngayinye yekhasi lesayizi ye-A4 noma ingxenye yalo esekhompyutheni noma nge-elekthroniki noma ngohlobo olufundekayo lomshini	R0.75
Ikhophi yohlobo lwasekhompyutheni olufundekayo: ● Ku-Compact disc noma i-flash drive	R70.00
Umbhalo wezithombe ezibonakalayo, wesayizi yekhasi le-A4 noma ingxenye yalo Ikhophi yezithombe ezibonakalayo	R40.00 R60.00
Umbhalo werekhodi lokulalelwayo, wesayizi yekhasi le-A4 noma ingxenye yalo Ikhophi yerekhodi lokulalelwayo	R20.00 R30.00

Imali Yokufinyelela:

Imali yokufinyelela ikhokhwa kuzo zonke izikhathi lapho isicelo sokuthola ulwazi sinikezwa, ngaphandle kwalezo zimo lapho ukukhokhwa kwemali yokufinyelela kungafakwanga ngokuqondile ngokuya ngokoMthetho noma lokho okungafakwanga kunqunywe nguNgqongqoshe ngokwesigaba 54 (8).

Imali yokufinyelela ezokhokhwa, ngaphandle kwe-VAT, yile:

Incazelo	Inani
Ikhophi ngayinye yekhasi lesayizi ye-A4 noma ingxenye yalo	R1.10
Ikhophi ngayinye yekhasi lesayizi ye-A4 noma ingxenye yalo esekhompyutheni noma nge-elekthroniki noma ngohlobo olufundekayo lomshini	R0.75
Ikhophi yohlobo lwasekhompyutheni olufundekayo: ● Ku-Compact disc noma i-flash drive	R70.00
Umbhalo wezithombe ezibonakalayo, wesayizi yekhasi le-A4 noma ingxenye yalo Ikhophi yezithombe ezibonakalayo	R40.00 R60.00
Umbhalo werekhodi lokulalelwayo, wesayizi yekhasi le-A4 noma ingxenye yalo Ikhophi yerekhodi lokulalelwayo	R20.00 R30.00
Ukusesha nokulungiselela irekhodi elizodalulwa, ihora ngalinye noma ingxenye yehora edingekayo mayelana nosesho olunjalo nokulungiselela	R30.00

Amadiphozithi:

Lapho i-CARB Holdings ithole isicelo sokufinyelela ulwazi ngaphandle kolwazi lomuntu siqu kanye Nenhloko Yezokuthobela, lapho isitholile isicelo, kunombono wokuthi ukulungiswa kwamarekhodi adingekayo azodalulwa kuzothatha amahora angaphezu kwangu-6, idiphozithi izokhokhwa ngocelayo.

Inani lediphozithi lilingana nengxenye eyodwa kwezintathu yemali etholakalayo yokufinyelela. Uma isicelo senqatshiwe, idiphozithi izobuyiselwa.

Isicelo sokudela imali yesicelo nediphozithi

Ocelayo angafaka isicelo enkantolo esiphikisana nokukhokhwa kwemali yesicelo nediphozithi uma ocelayo ekholelwa ukuthi imali yesicelo noma idiphozithi ayidingekile.

Ukuposa

Inkokhelo yokuposa ikhokhwa uma ikhophi yerekhodi kufanele liposelwe ocelayo.

ISICELO SOKUFINYELELA IREKHODI

[Isigaba 53(1) soMthetho Othuthukisa Ukufinyelelwa Kwemvume, ka-2000 (UMthetho No. 2 ka-2000)]

A. Imininingwane ye-CARB Holdings (Pty) Ltd.

Head of Compliance
CARB Holdings (Pty) Ltd.
LL75 Parkview Lifestyle
Garsfontein Road
Moreletapark
Pretoria

B. Imininingwane yomuntu ocela ukufinyelela irekhodi

Qaphela:

(a) Imininingwane yomuntu ocela ukufinyelela irekhodi kufanele inikezwe ngezansi.
(b) Ikheli eliseRiphabhulikhi kanye/noma i-imeyili yalapho imininingwane ithunyelwa khona kufanele inikezwe.
(c) Ubufakazi besikhundla sokweziwa kwesicelo esenziwa, uma bukhona, kufanele bufakwe.

Amagama aphelele nesibongo:	
Inombolo kamazisi:	
Ikheli leposi:	
Inombolo yocingo:	
Ikheli le-E-mail:	
Isikhundla okwenziwa ngaso isicelo, uma senziwa ngokuphathelene nomuntu:	

C. Imininingwane yomuntu owenzelwa isicelo

Lesi sigaba kufanele sigcwaliswe KUPHELA uma isicelo solwazi senzelwa omunye umuntu.

Amagama aphelele nesibongo:	
Inombolo kamazisi:	

D. Imininingwane yerekhodi

(a) Nikeza ngemininingwane ephelele yerekhodi ocele ukufinyelela kulo, okuhlanganisa nenombolo yesikhombo uma uyazi, ukuze irekhodi litholakale.
(b) Uma isikhala esinikeziwe singanele, sicela uqhubeke ekhasini eliseceleni bese ulinamathisela kuleli fomu.

Ocelayo kufanele asayinde wonke ama-folio wokwenezela.

1. **Incazelo yerekhodi noma ingxenye efanele yerekhodi:**
_____

2. **Inombolo yesikhombo, uma ikhona:**
_____

3. **Noma yimiphi eminye imininingwane yerekhodi:**
_____

E. Imali

(a) Isicelo sokufinyelela irekhodi, ngaphandle kwerekhodi eliqukethe ulwazi oluphathelene nawe, sizocutshungulwa kuphela ngemuva kokuthi **imali yesicelo** isikhokhiwe.
(b) Uyokwaziswa ngenani okudingeka likhokhwe njengemali yesicelo.
(c) **Imali ekhokhwayo yokufinyelela** irekhodi ixhomeke kuhlobo lokufinyelela oludingekayo nesikhathi esifanele esidingekayo sokufuna nokulungiselela irekhodi.
(d) Uma ufanelekela ukungakhokhiswa mali, sicela usho isizathu sokuxolelwa. Isizathu sokukhululwa ekukhokhweni kwemali:

_____
_____
_____

Uhlobo lokufinyelela irekhodi

Uma unqandwa ukukhubazeka ukuba ufunde, ubuke noma ulalele irekhodi ngendlela yokufinyelela enikezwe ku-1 kuya ku-4 lapha, chaza ukukhubazeka kwakho bese usho ukuthi irekhodi lidingeka ngaluphi uhlobo.

Ukukhubazeka:

_____
_____
_____

Uhlobo irekhodi elidingeka ngalo:

_____
_____
_____

Maka ibhokisi elifanele ngo-X.

Okuzoqashelwa:

(a) Ukuhambisana nesicelo sakho ngendlela ebekiwe kungancika ohlotsheni lelo rekhodi litholakala ngalo.
(b) Ukufinyelela ngohlobo oluceliwe kungenqatshwa ezimweni ezithile. Esimweni esinjalo uzokwaziswa uma ukufinyelela kuzonikezwa ngolunye uhlobo.

(c) Imali ekhokhwayo yokuthola irekhodi, uma ikhona, izonqunywa ngohlobo lokufinyelela oluceliwe.

1. Uma irekhodi lingohlobo olubhaliwe noma olunyathelisiwe:					
	Ikhophi yerekhodi*		Ukuhlolwa kwerekhodi		
2. Uma irekhodi linezithombe ezibonakalayo: lokhu kuhlanganisa izithombe ezishuthiwe, amaslayidi, idiviyo erekhodiwe, izithombe ezikhiqizwe yikhompyutha, imidwebo, njll					
	Buka izithombe		Ikhophi yezithombe		Imbhalo yezithombe*
3. Uma amarekhodi anamagama noma ulwazi olungakhiqizwa kabusha ngomsindo:					
	Lalela ingoma yekhasethi lokulalelwayo		Umbhalo wengoma* ebhaliwe noma iphepha elinyathelisiwe		
4. Uma irekhodi lisekhompyutheni noma emshinini we-elekthroniki noma ngohlobo olufundekayo lomshini:					
	Ikhophi enyathelisiwe yerekhodi*		Ikhophi enyathelisiwe yolwazi olususelwe kurekhodi		Ikhophi yohlobo lokufundelwa ekhompyutheni* (i-stiffy noma i-compact disc)
* Uma ucele ikhophi noma irekhodi (ngenhla), ingabe ufisa ukuba ikhoophi noma umbhalo walo uposelwe kuwe? **Iposi liyakhokhelwa**.			Yebo		Cha

F. Imininingwane yokusetshenziswa kwelungelo noma ukuvikelwa

Uma isikhala esinikeziwe singanele, sicela uqhubeke ekhasini eliseceleni bese ulinamathisela kuleli fomu. **Ocelayo kufanele asayinde wonke ama-folio wokwenezela.**

1. Bonisa ukuthi yiliphi ilungelo okufanele lisetshenziswe noma livikelwe:

_____
_____
_____

2. Chaza ukuthi kungani irekhodi eliceliwe lidingeka mayelana nokusetshenziswa noma ukuvikelwa kwelungelo eliboniswe ngaphambilini:

_____
_____
_____

G. Isaziso sesinqumo mayelana nokucelwa kokufinyelela

Uzokwaziswa ngokubhalelwa ukuthi isicelo sakho sivunyiwe/senqatshiwe yini. Uma ufisa ukwaziswa ngenye indlela, sicela usho leyo ndlela futhi unikeze imininingwane efanelekile ngokuhambisana nesicelo sakho:

_____
_____
_____

H. Isikhathi sokuphendula ngokuhambisana nesicelo

Isikhathi sokuphendula maqondana nesicelo esenziwe sizoncika kuhlobo lwesicelo, inani lamarekhodi aceliwe kanye nesikhathi amarekhodi acelwe ngalo.

Izicelo zizokwamukelwa kungakapheli izinsuku ezi-5 zomsebenzi ngemuva kokuthola isicelo bese kuthi lowo ocelayo uzokwaziswa ngokuhamba kwesikhathi ukuthi lolu lwazi luzotholakala nini.

Isayindwe _____ ngalolu suku _____ 20__

ISIGNESHA YOCELAYO / YOMUNTU OWENZELWA ISICELO