QALA FUTHI UBEKE

Uhlu lokuhlola ukulungela ukuba umhlinzeki

Igama _____ **Ibhizinisi** _____ **Usuku** _____

Uzogcina unalokhu
Iphakethe lakho lomhlinzeki elinamagebe amakiwe, imali oyidingayo ngaphambi kokuthi ikhasimende elikhulu likhokhe, inzuzo yomsebenzi, nesinqumo sokuthi yebo noma cha ngomsebenzi.

1. Ikhasimende

Gcwalisa lokhu **ngaphambi** kokuthi uphendule ikhasimende elikhulu.

Ikhasimende nohlobo lomsebenzi (isb. inkampani yezakhiwo, ukunakekela ingadi njalo ngenyanga)

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ITHIPHU
Qala ngokucela uhlu lwabo lokuhlola lomhlinzeki
Buza ikhasimende ukuthi yimiphi imibhalo nezinyathelo zokugunyaza abazidingayo. Bese ugcwalisa ithebula elingezansi.

2. Iphakethe lakho lomhlinzeki

Iphakethe lomhlinzeki yimibhalo ikhasimende eliyihlolayo ngaphambi kokuthi likufake njengomhlinzeki. Phawula lokho onakho. Bhala usuku lokuphelelwa yisikhathi lwemibhalo okufanele ivuselelwe. Engeza nanoma yini enye ikhasimende eliyicelile.

Umbhalo	Unawo?	Usuku lokuphelelwa yisikhathi	Okufanele ngikwenze
Igama lebhizinisi, imininingwane yokuxhumana, ubufakazi bekheli			
Imibhalo yokubhalisa			
Incwadi yebhange eqinisekisa i-akhawunti			
Ulwazi lwentela (isb. inombolo yentela ye-SARS, inombolo ye-VAT uma ubhalisile)			
Iphrofayela yebhizinisi (amakhasi angu-1–2: okwenzayo, osiza bona, izibonelo zomsebenzi)			
Izifanekiso zamakhotheshini nama-invoyisi			
Abantu abangakufakazela noma izithombe zomsebenzi wangaphambili			
Umshwalense, amalayisense, izimvume noma imibhalo yokuphepha			

Lo msebenzi uhlose ukufundisa kuphela. Akuyona iseluleko sentela, somthetho noma sezezimali. Imithetho nezidingo zingahluka ngohlobo lwebhizinisi nendawo. Buza isiphathimandla esifanele noma umeluleki oqeqeshiwe mayelana nesimo sakho.

ISEXWAYISO

Thumela imibhalo eyimfihlo ngokuphepha

Ngaphambi kokuthumela imibhalo yebhange noma kamazisi, qinisekisa ukuthi ubani ocelayo, ukuthi uyidingelani nokuthi ungayithumela kanjani ngokuphepha.

3. Imali

Igebe lemali yimali okufanele uyisebenzise emsebenzini ngaphambi kokuthi ikhasimende likukhokhele. Bhala zonke izindleko ozikhokhayo ngaphambi kosuku lokukhokhelwa.

Izindleko ngaphambi kokuthi ikhasimende likhokhe	Inani (R)	Ngizikhokha nini
Izinto zokusebenza noma isitokwe (isb. 20 000)		
Abasebenzi (isb. 8 000)		
Ukuthutha (isb. 4 000)		
Okunye		
Isamba segebe lemali (isb. 32 000)		

Ikhasimende likhokha (isb. ezinsukwini ezingu-30 ngemva kwe-invoyisi efanele), futhi usuku lwami lokuqala lokukhokhelwa wu

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Imali engingayisebenzisa manje (R) - Isamba segebe lemali (R) = Imali esele noma eshodayo (R)

Intengo yomsebenzi (R) - Zonke izindleko zomsebenzi, kuhlanganise negebe lemali (R) = Inzuzo (R)

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4. Ungawuthatha yini lo msebenzi?

Phawula iphuzu ngalinye ongaliqinisekisa. Wonke amaphuzu angaphawuliwe ayimibuzo okufanele ixazululwe ngaphambi kokuthi uthi yebo.

UHLU LOKUHLOLA

- ☐ Imali esele noma eshodayo esigabeni 3 ingu-R0 noma ngaphezulu, noma ngiyazi ukuthi ngizokuvala kanjani ukushoda
- ☐ Inzuzo esigabeni 3 ingaphezu kuka-R0 futhi iwufanele umsebenzi
- ☐ Nginabantu, amathuluzi nezokuthutha zalo msebenzi
- ☐ Amakhasimende ami ajwayelekile azoqhubeka esizwa
- ☐ Ububanzi bomsebenzi, izinsuku zokugcina, intengo nemibandela yokukhokha kubhaliwe
- ☐ Ngiyazi ukuthi yimuphi umbhalo ongivumela ukuthi ngiqale (isb. isincomo esamukelwe noma **i-oda lokuthenga**: i-oda elibhaliwe lekhasimende elinentengo)
- ☐ Ngiyazi ukuthi ubani ogunyaza umsebenzi nokuthi i-invoyisi yami kufanele ikhombise ini

Lo msebenzi uhlose ukufundisa kuphela. Akuyona iseluleko sentela, somthetho noma sezezimali. Imithetho nezidingo zingahluka ngohlobo lwebhizinisi nendawo. Buza isiphathimandla esifanele noma umeluleki oqeqeshiwe mayelana nesimo sakho.

ISEXWAYISO

Ungaqali umsebenzi omkhulu ngesithembiso somlomo

Qinisekisa ukuthi ububanzi bomsebenzi, intengo, imibandela yokukhokha nokugunyazwa kubhaliwe ngaphambi kokuthi usebenzise amanani amakhulu emali.

Isinyathelo esilandelayo

Into yokuqala eshodayo okufanele ilungiswe (kusuka esigabeni 2 noma 4) _____

Ubani ozoyenza _____

Kuze kube nini (usuku) _____

Isikhathi sokukwenza kabusha

Phinda izigaba 1, 3 no-4 kulo lonke ikhasimende elikhulu elisha. Hlola isigaba 2 njalo ezinyangeni ezintathu, ukuze imibhalo nezinsuku zokuphelelwa yisikhathi zihlale zisesikhathini.

Lo msebenzi uhlose ukufundisa kuphela. Akuyona iseluleko sentela, somthetho noma sezezimali. Imithetho nezidingo zingahluka ngohlobo lwebhizinisi nendawo. Buza isiphathimandla esifanele noma umeluleki oqeqeshiwe mayelana nesimo sakho.