

# UKUKHOKHWA KOMHLOMULO WAKHO WEQEMBU WOMNGCWABO UMA USHONA

Njengomuntu osebenzayo onomshwalense wepholisi yomngcwabo engaphansi kweqembu esekwe umqashi, uyafaneleka ukuthola umhlomulo womngcwabo.

Umhlomulo womngcwabo yisamba semali esizokhokhelwa abahlomuli obaqokile uma kwenzeka ngeshwa ushona. Lo mhlomulo wenzelwe ukuba usize labo obathandayo ngezindleko zokuhlala umngcwabo, ngesikhathi sokudinga kwabo.



Ukuze uqinisekise ukuthi labo obathandayo bayawuthola umhlomulo, kufanele uqoke abahlomuli bakho ngokuthi ugcalise ifomu bese uyalithumela lelo **Fomu Lokuqoka Umhlomuli womshwalense woMngcwabo** kumqashi wakho.

01



## Ungalithola kuphi leli fomu?

Ungathola ifomu Lokuqoka Umhlomuli Womshwalense Womngcwabo emnyangweni **Wezindaba Zabasebenzi**.



02



## Kwenzekani uma ungamqokanga umhlomuli?

Uma umqashi wakho engenaye umuntu oqokiwe emarekhodini wakhe ngesikhathi lapho wena ushona, ngokomthetho, inkampani yomshwalense kufanele ifake umhlomulo wakho efeni lakho. Lokhu kusho ukuthi umndeni wakho ngeke ukwazi ukuthola inkokhelo yomhlomulo ngokushesha, ukuze ukwazi ukukhokhela izindleko zomngcwabo wakho.

\* Ifomu lakho lokuqoka umhlomuli **lisebenza** kuphela uma ulisayinile, waligcalisa ngokuphelele, futhi wafaka usuku ngaphambi kosuku lokushona kwakho.

03



## Yini okudingeka uyenze manje?

Gcalisa futhi uthumele iFomu elihlukile Lokuqoka Umhlomuli Womshwalense Womngcwabo ukuze umhlomulo wakho womngcwabo ungafakwa efeni lakho.

Qinisekisa ukuthi ubuyekza ifomu lakho lokuqoka Umhlomuli Womngcwabo minyaka yonke ukuze uqiniseke ukuthi labo obathandayo bayanakekelwa, uma kwenzeka ushona noma uma izimo zishintsha – isibonelo uma kuba:

- **Nedivosi**
- **Ushada**
- **Kuzalwa ingane noma,**
- **Uma ulwazi lokuxhumana nomhlomuli wakho lushintshile.**

\* Uma ufuna ukushintsha noma ukulungisa imininingwane yomhlomuli, kufanele ugcalise ifomu elisha lokuqoka umhlomuli elizothatha indawo yefomu elidlule.

04



## Kungani kubalulekile ukuthumela iFomu eliseceleni Lokuqoka Umhlomuli Womshwalense Womngcwabo?

Kufanele ugcalise ifomu **eliseceleni** lokuqoka umhlomuli womhlomulo wakho womngcwabo.

Amanye amafomu okuqoka abantu njengamafomu okuqoka abahlomuli bomshwalense wokuphila weqembu noma besikhwama somhlalaphansi awakwazi ukusetshenziselwa ukukhokhela umhlomulo wakho Womngcwabo.

## ! Khumbula:

- **Ngokomthetho**, awukwazi ukuqoka umqashi wakho njengomhlomuli futhi umhlomulo wakho womngcwabo ngeke ukhokhelwe umqashi wakho.
- Ngenxa yokuthi injongo yomhlomulo womngcwabo ukufaka isandla ezindlekweni zomngcwabo wakho, **umhlomuli oqokiwe kungcono uma kungeyona ingane encane.**
- **Kufanele unikeze** umqashi wakho ifomu eligcalisiwe futhi lasayinwa lokuqoka umhlomuli ukuze ligcinwe emarekhodini.
- **Umqashi wakho uzothumela** enkampanini yomshwalense ifomu lakho lamuva elisemthethweni lokuqoka umhlomuli elisemarekhodini kanye namaphepha adingekayo okucela inkokhelo yomhlomulo womngcwabo wakho, ngemuva kokushona kwakho.
- **Uma kwenzeka ilungu lomndeni elifakwe kumshwalense lishona ngaphambi kwakho, umhlomulo walo womngcwabo uzokhokhelwa kuwe njengelungu eliyinhloko, hhayi umhlomuli wakho oqokiwe.**

- \* **Uma ungazange uqoke umhlomuli ohlukile womshwalense wakho womngcwabo, umhlomulo kufanele ufakwe efeni lakho. Lokhu kusho ukuthi umndeni wakho ngeke ukwazi ukuthola inkokhelo yomhlomulo ngokushesha, ukuze ukwazi ukukhokhela izindleko zomngcwabo wakho.**

- \* **Uma unemibuzo onayo, sicela uthinte umnyango wakho Wezindaba zabasebenzi.**

