

## IFOMU 2 – ISICELO SOKUFINYELELEKA KWIREKHODI

[Isimiso sesi-7.]

Qaphela:	
1. Ubufakazi bokuthi ungubani bumele bufakwe ngumfakisicelo.	
2. Uma izicelo zenziwe egameni lomunye umuntu, ubufakazi balokho kugunyazwa, bufanele bufakwe kuleli fomu.	
<b>SIYA:</b>	
KuMgcinilwazi	
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.....	
.....	
.....	
(Ikheli)	
Ikheli Le-imeyili:	.....
Inombolo yefeksi	.....
Faka uphawu u- "X"	
<input type="checkbox"/> Isicelo senziwa egameni lami uqobo	<input type="checkbox"/> Isicelo senziwa senziwelwa omunye umuntu.

Ulwazi Lobuntu Siqu	
Amagama aphelele:	
Inombolo kamazisi:	
Isikhundla somsebenzi isicelo esenziwa ng ngaso (uma senziwa egameni lomunye umuntu):	
Ikheli Leposi:	
Ikheli Lomgwaqo:	
Ikheli Le-imeyili:	

Izinombolo zokuxhumana:	Ucingo: (B):	Ifeksimile:	
	Iselula:		
Amagama aphelele omuntu owenzelwa isicelo (uma ekhona)			
Inombolo kamazisi:			
Ikheli Leposi:			
Ikheli Lomgwaqo:			
Ikheli Le-imeyili:			
Izinombolo zokuxhumana:	Ucingo: (B):	Ifeksimile:	
	Iselula:		



<b>UHLOBO LWEREKHODI</b> <i>(Faka uphawu u- "X" ebhokisini okuyilona)</i>	
Irekhodi liwuhlobo olubhalwe phansi noma oluphrintiwe	
Irekhodi lakhiwe izithombe ezibonakalayo (lokhu kubandakanya izithombe, amaslayidi, amavido aqoshiwe, imifanekiso ekhiqizwe ngekhompuyutha, imidwebo, njll.)	
Irekhodi lenziwe amagama aqoshiwe noma ulwazi olungaphinde lukhiqizwe kabusha ngomsindo	
Irekhodi ligcinwe kwikhompuyutha noma nangohlobo le-elektronikhi, noma uhlobo olufundeka ngomshini	

<b>UHLOBO LOKUFINYELELEKA</b> <i>(Faka uphawu u- "X" ebhokisini okuyilona)</i>	
Ikhophi ephrintiwe yerekhodi (kubandakanya amakhophi anoma imifanekiso ebonakalayo, <i>okulotshiwe kususelwa ekulalelwe kanye nolwazi olugcinwe kwikhompuyutha noma ngendlela ye-elektronikhi noma uhlobo olufundeka ngomshini</i> )	
Okubhaliwe noma okuphrintiwe okususelwa ekulaleleni kwezithombe ezibonakalayo (lokhu kubandakanya izithombe, amaslayidi, amavido aqoshiwe, imifanekiso ekhiqizwe ngekhompuyutha, imidwebo, njll.)	
Okubhaliwe kususelwa ekulaleleni komculo odlalo kumamuvi (umbhalo obhaliwe noma ophrintiwe)	
Ikhophi yerekhodi eku-flash drive (kubandakanya imifanekiso ebonakalayo namaculo akumamuvi)	
Ikhophi yerekhodi eku-compact disk (kubandakanya imifanekiso ebonakalayo namaculo akumamuvi)	
Ikhophi yerekhodi elondolozwe kuseva yesitoreji kwi-cloudd	

<b>INDLELA YOKUFINYELELEKA</b> <i>(Faka uphawu u- "X" ebhokisini okuyilona)</i>	
Ukuhlolwa ngumuntu kwerekhodi ekhelini elibhalisiwe lenhlangano yomphakathi/ezimele (okubandakanya ukulalela amagama arekhodiwe, ulwazi olungaphinda lukhiqizwe ngomsindo, noma ulwazi olugcinwe kwikhompuyutha noma nge-elektronikhi noma ngohlobo olufundeka ngomshini)	
Izinsizakalo zeposi ekhelini leposi	
Izinsizakalo Zeposi ekhelini leposi logwaqo	
Izinsizakalo ze-courier ekhelini lomgwaqo	
Ifeksimeyili yolwazi enguhlobo olubhaliwe noma eprintiwe (kubandakanya (umbhalo obhaliwe noma ophrintiwe)	
I-imeyili yolwazi (kubandakanya kwamaculo)	
Ukwabelna kwi=cloud/ukutransfeya amafayili:	
Ulimi oluthandwayo: (Qaphela ukuthi uma irekhodi lingatholakali ngolimi oluthandayo, ukufinyeleleka kunganikezwa ngolimi irekhodi elitholakala ngalo)	

<b>IMININGWANE YELUNGELO ELIZOKUSETSHENZISWA NOMA ELIZOVIKELELWA</b> <i>Uma isikhala esinikeziwe singenele, sicela uqhubeke kwelinye ikhasi bese ulinamathisela kuleli Fomu. Umfakisicelo ufanele asayinde onke amakhasi angeziwe.</i>	
Shono ukuthi yiliphi ilungelo elizosetshenziswa noma livikelwe:	
Chaza ukuthi kungani irekhodi eliceliwe lidingeka ukuze kusetshenziswe noma kuvikelwe ilungelo elishiwo ngenhla:	

**IZIMALI EZIKHOKHWAYO**

- a) *Imali yesicelo ifanele ikhokhwe ngaphambi kokuthi isicelo sicutshungulwe.*
- b) *Uzokwaziswa ngenani lemali yokufinyeleleka okufanele ikhokhwe.*
- c) *Imali ekhokhwayo yokufinyeleleka kwirekhodi incike ohlotsheni okufunwa ukufinyeleleka ngalo kanye nesikhathi esidingekayo sokucinga nokulungisa irekhodi.*
- d) *Uma ufaneleka ukukhululwa ekukhokhweni kwanoma iyiphi imali, sicela usho isizathu sokukhululwa*

Isizathu:

Uzokwaziswa ngokubhaliwe ukuthi isicelo sakho sivunyiwe noma siinqatshiwe futhi uma sivunyiwe uzokwaziswa izindleko eziphathelele nesicelo sakho, uma zikhona. Sicela ukhombise indlela oyithandayo yokuxhumana:

Ikheli leposi	Ifeksimile:	Ukuxhumana nge-elkhtronikhi (Sicela ukucacise)

Sisayinwe e-/o-/kwa-..... ngalolu suku lwesi-/lama..... luka- ..... 20  
 .....

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*Isiginesha yomfakisicelo /Isiginesha yomuuntu owenzelwa isicelo*

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## LE NGXENYE ISHIYELWE IHHOVISI

Inombolo yereferensi:	
Isicelo samukelwe ngu-: (shono isikhundla, igama kanye nesibongo somgcinilwazi)	
Usuku esitholakele ngalo:	
Izimali zokufinyeleleka	
Idiphozithi (uma ikhona):	

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*Isiginesha yoMgcinilwazi*

