Uhlu lokuhlola ubungozi bebhizinisi nokuvikela izimpahla

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

Uzogcina unalokhu
Ubungozi bakho obu-3 obukhulu, ukuthi obubi kakhulu bungabiza malini, nesinyathelo esisodwa sokuzivikela kubo kuleli sonto.

Ubungozi yinoma yini engamisa imali engenayo, ilethe izindleko ezingalindelekile noma ikuvimbe ukuthi uqhubeke nokuhweba.

1. Phawula ubungozi obungakwehlela

Cabanga ngosuku olujwayelekile lomsebenzi. Phawula bonke ubungozi obungamisa umsebenzi usuku olulodwa noma ngaphezulu.

- **UHLU LOKUHLOLA**
  - ☐ Amathuluzi, imishini noma imoto kwebiwe, kwaphuka noma konakala
  - ☐ Isitoko noma izithako kwebiwe, kwabola noma konakala
  - ☐ Ifoni, i-laptop noma umshini wekhadi kulahlekile noma kwebiwe
  - ☐ Umnikazi noma umsizi obalulekile ulimele noma uyagula
  - ☐ Umhlinzeki omkhulu akakwazi ukudiliva
  - ☐ Ikhasimende elikhulu alikhokhi
  - ☐ Inkohliso, ukukhwabanisa noma othile ungena ku-akhawunti yakho yasebhange noma ye-WhatsApp
  - ☐ Akukho gesi noma amanzi izinsuku eziningana
  - ☐ Umlilo, isikhukhula noma umonakalo endaweni yakho yebhizinisi
  - ☐ Ikhasimende noma ilungu lomphakathi lithi ulidalele ukulimala noma umonakalo

2. Khetha ubungozi obu-3 obukhulu

Kulokho okuphawulile, bhala ubungozi obu-3 obungalimaza imali engenayo kakhulu. Faka obubi kakhulu kuqala. Uzophinde usebenzise lolu hlu ku-**Itafula elula lokuhlola ubungozi**.

Ubungozi bami obu-3 obukhulu (isb. 1. Ibhakkie yokudiliva iyafa)

_____

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3. Bala ukuthi ubungozi 1 bungabiza malini

Ukuphazamiseka kwebhizinisi kusho ukuthi ibhizinisi alikwazi ukungenisa imali ngoba into elidinga yona ayikho noma yonakele. Izindleko zingaphezu kokulungisa. Engeza imali engenayo oyilahlekelwayo ngesikhathi umsebenzi umile.

Izindleko zobungozi 1

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.

Izindleko	Indlela yokubala	Inani (R)
Ukulungisa noma ukushintsha	isb. isondo elisha nezingxenye R3 000	
Imali engenayo elahlekile	Imali engenayo ngosuku × izinsuku umsebenzi umile (isb. R800 × izinsuku ezi-5 = R4 000)	
Izindleko ezengeziwe	isb. ukuqasha imoto, ukudiliva okuphuthumayo, amaholo ngesikhathi umsebenzi umile	
Izindleko eziphelele	Ukulungisa + Imali engenayo elahlekile + Izindleko ezengeziwe	

- **ITHIPHU**

Isilinganiso nje sanele

Ungalindi izinombolo eziqondile. Ukuqagela okuseduze kukukhombisa ukuthi ubungozi buncane noma bukhulu.

Imali engingayisebenzisa namuhla ukukhokha lesi samba (imali eyongiwe noma imali esele, isb. R4 000)

Izindleko eziphelele - Imali engingayisebenzisa = Okushodayo: R _____

Uma kukhona okushodayo, lobu bungozi budinga uhlelo manje.

4. Khetha isinyathelo esisodwa sobungozi 1

Phawula isinyathelo esisodwa ongasithatha kuleli sonto, noma ubhale esakho.

- **UHLU LOKUHLOLA**
  - ☐ Kwenze kungenzeki kalula (isb. kukhiyele, kunakekele, hlola ukuthi inkokhelo ingenile ngaphambi kokukhipha izimpahla)
  - ☐ Thola enye indlela (isb. umhlinzeki wesibili, umuntu ongakuboleka noma akuqashise imishini)
  - ☐ Beka imali eceleni isonto ngalinye ngenxa yalobu bungozi
  - ☐ Uma okushodayo kukukhulu kakhulu ukuthi ukongele, thola ukuthi umshwalense ungasiza yini (sebenzisa **Umhlahlandlela wengxoxo yokulungela umshwalense**)

Isinyathelo esilandelayo

Isinyathelo engizosithatha ngobungozi 1 _____

Ubani ozokwenza _____

Ngaluphi usuku _____

Isikhathi sokukwenza kabusha
Njalo ezinyangeni ezi-6, nanoma nini lapho wengeza ikhasimende elikhulu, umhlinzeki, ithuluzi noma imoto. Ubungozi bakho buyashintsha njengoba ibhizinisi lishintsha.

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.