



QALA FUTHI UHLANGANISE

Uhlu lokuhlola ukulungela ukubhalisa ngokusemthethweni

Phrinta leli khasi, phawula okunakho kakade, bese ukhetha **igebe elilodwa** ozolivala kuleli onto. Ukubhalisa kusiza ukukhula — akuthathi indawo yamarekhodi, ukuphathwa kwentela noma amalayisense.

• INOTHI

Gcina lokhu kufushane

Ukubhalisa kunikeza ubunikazi obusemthethweni. Ukuphathwa okuqhubekayo kugcina ibhizinisi lihlelekile.

Ukuskena ukulungela

Ubunikazi bebhizinisi

• UHLU LOKUHLOLA

- ☐ Igama lokuhweba libhaliwe
- ☐ Ubunikazi bucacile (ubani umnikazi / ubani othatha izinqumo)
- ☐ Imininingwane ye-quote ne-invoyisi ilungele ukusetshenziswa

Imali namarekhodi

• UHLU LOKUHLOLA

- ☐ Ama-quote, ama-invoyisi namarisiithi akamuva aqoqiwe
- ☐ Ubufakazi bokukhokha bulondolozliwe kuleli onto
- ☐ Imali engenayo nephumayo ingatshengiswa ngomsebenzi wakamuva

Amadokhumenti amaklayenti

• UHLU LOKUHLOLA

- ☐ Amadokhumenti amaklayenti awacelile abhalwe ohlwini
- ☐ Amadokhumenti alahlekile aqanjwe ngegama (hhayi nje “amaphepha”)
- ☐ Ifolda eyodwa inamadokhumenti onawo kakade

Imithetho okumele ihlolwe

• UHLU LOKUHLOLA

- ☐ Amadokhumenti okubhalisa / enkampani (uma kudingeka)
- ☐ Imibuzo yentela ku-SARS noma umsebenzi wentela
- ☐ Ilayisense, iphemiti noma ukubhalisa kwemboni okungasebenza

Uhlu lwefolda yokulungela

Amadokhumenti amaklayenti noma abalingani abawacelile

Idokhumenti eliceliwe	Unalo?	Lilaphi	Lisadingeka

Ukulungiselela umeluleki

Bhala imibuzo odinga izimpendulo ngaphambi kokuthatha isinyathelo.

UKUBHALISA / UBUNIKAZI BENKAMPANI

INTELA (SARS) NOMA UKUGCINWA KWAMABHUKU

AMALAYISENSE, AMAPHEMITI NOMA INDIKIMBA YEMBONI

ISIPHATHIMANDLA NOMA UMELELEKI OQEQESHIWE OZOXHUMANA NAYE

Isinyathelo salesi sonto

INTO YOKUQALA
ELAHLEKILE

UBANI ONGASISIZA

USUKU
OLUQONDIWE