Uhlu lokuphendula ekukhwabaniseni

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

Uzogcina unalokhu
Izinombolo eziphuthumayo zilungile ngaphambi kokuba kube nenkinga, uhlu lwezinyathelo ngezinyathelo losuku osola ngalo ukukhwabanisa, kanye nerekhodi ongalinika ibhange.

Gcwalisa isigaba 1 namuhla, ngaphambi kokuba kube nenkinga. Sebenzisa izigaba 2 kuya ku-4 ngosuku osola ngalo **ukukhwabanisa** (umuntu ukukhohlisa wena noma ibhizinisi lakho ukuze athole imali noma ukufinyelela).

1. Izinombolo zami eziphuthumayo

Thatha inombolo ngayinye ekhadini lakho lasebhange, esitatimendeni, kupholisi noma kuwebhusayithi esemthethweni. Ungayithathi neze emlayezweni noma kumuntu okushayelayo.

Ubani	Inombolo yocingo	Lapho ngiyithole khona
Inombolo yebhange yokubika ukukhwabanisa	isb. 0860 000 000	Ngemuva kwekhadi lami lasebhange
Inombolo yomshwalense yokufaka isimangalo		
Umuntu ongisiza ngama-akhawunti ami (isb. umgcini wezincwadi)		
Isiteshi samaphoyisa esiseduze		

ITHIPHU
Zigcine nasocingweni lwakho

Engeza lezi zinombolo kubantu oxhumana nabo ocingweni lwakho namuhla, ukuze ungazifuni lapho usencindezelweni.

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.

2. Ngalolo suku: yenza lokhu ngokulandelana

UHLU LOKUHLOLA

- [ ] **Yima.** Ungathumeli enye imali. Ungachofozi ezinye izixhumanisi. Qeda ucingo noma ingxoxo nomuntu osolisayo.
- [ ] **Shayela ibhange** enombolweni esesigabeni 1. Buza ukuthi inkokhelo ingamiswa noma ilandelelwe yini.
- [ ] **Vikela ama-akhawunti.** Shintsha amaphasiwedi ebhange, i-imeyili, i-WhatsApp nendawo yokugcina ku-inthanethi (isb. i-Google Drive). Phuma kumadivayisi ongawazi. Uma ufake okuthile noma wabelana ngesikrini sakho, kwenze lokhu ngefoni noma ngekhompyutha ehlukile.
- [ ] **Hlola** izinkokhelo zakamuva nanoma yimuphi **umamukeli** omusha (i-akhawunti esethelwe ukuthola imali yakho).
- [ ] **Gcina ubufakazi** kufolda eyodwa. Thatha izithombe-skrini zemilayezo, izinombolo, izixhumanisi, ama-invoyisi nobufakazi bokukhokha. Ungasusi lutho.
- [ ] **Xwayisa abantu** abangase balandele (abasebenzi, abahlinzeki, amakhasimende). Uma i-WhatsApp noma i-imeyili yakho isetshenziswe, tshela amakhasimende ukuthi angakhokheli kunoma iyiphi i-akhawunti entsha ethunyelwe ngayo.
- [ ] **Bika kwaSAPS** (amaphoyisa) bese uthola inombolo yecala. Nikeza ibhange nenkampani yomshwalense inombolo yecala.
- [ ] **Tshela inkampani yakho yomshwalense** uma unomshwalense ongase usebenze.

ISEXWAYISO

Gcina impahla yakho

Uma ikhasimende lithi likhokhile kodwa imali ingakangeni, ungakhiphi isitoko kuze kube yilapho ibonakala ku-akhawunti yakho.

3. Okwenzekile (nika ibhange lokhu)

Bhala lokho okuqaphele, ukuthi kwenzeke nini, nalokho osukwenzile.

Usuku nesikhathi	Okwenzekile noma engikwenzile	Imali (R)	Inkomba noma inombolo yecala
isb. 3 Juni, 09:15	Ngikhokhe i-invoyisi ku-akhawunti entsha	8 400	I-invoyisi 1123
isb. 3 Juni, 11:40	Ngishayele inombolo yebhange yokukhwabanisa		Icala lasebhange 55102

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.

4. Ngemva kwezinyathelo eziphuthumayo

Vala igebe

Ukuthi kufike kanjani kithi (isb. i-invoyisi nge-imeyili, ucingo olucela i-OTP)

Ukuhlola obekungekho (isb. akekho oshayele ukuqinisekisa imininingwane emisha yasebhange)

Engizokushintsha, nozokwenza

Kuze kube nini

Isikhathi sokukwenza kabusha

Hlola izinombolo ezisesigabeni 1 njalo ezinyangeni ezi-6, futhi uzibuyekeze ngosuku oshintsha ngalo ibhange, inkampani yomshwalense noma umgcini wezincwadi.

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.