Isihleli samadokhumenti abalulekile

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

Uzogcina unalokhu
Amadokhumenti akho abalulekile afakwe emafoldeni amane, ikhophi eyisipele engekho ocingweni lwakho, nomuntu oyedwa omethembayo owazi ukuthi angawathola kuphi.

1. Thola futhi ufake amadokhumenti akho

Yakha amafolda amane (amaphepha, edijithali noma kokubili): **Ukubhaliswa**, **Intela**, **Ibhange**, **Izinkontileka**. Kudokhumenti ngayinye, bhala ukuthi ikuphi manje. Phawula uma isifolda efanele. Bhala "akusebenzi" uma ibhizinisi lakho lingenayo.

Ifolda	Idokhumenti	Ikuphi manje	Ifakiwe (phawula)	Usuku lokuphelelwa yisikhathi noma lokuvuselela
Ukubhaliswa	Ukubhaliswa kwebhizinisi (isb. CIPC)	isb. edilowa ekhaya		
Ukubhaliswa	Ikhophi kamazisi yomnikazi	isb. isithombe ocingweni		
Ukubhaliswa	Ilayisensi noma imvume (uma ikhona)			isb. vuselela ngomhla zingu-30 Juni
Intela	Inombolo yentela ye-SARS nezincwadi	isb. i-imeyili		
Ibhange	Incwadi yebhange eqinisekisa i-akhawunti			
Ibhange	Ubufakazi bekheli lebhizinisi			
Izinkontileka	Isivumelwano sokuqasha indawo			
Izinkontileka	Izinkontileka eziyinhloko zamakhasimende noma zabahlinzeki			
Izinkontileka	Ipholisi yomshwalense			isb. ivuselelwa mhla lu-1 Mashi

● **ITHIPHU**
Engeza okunye kamuva
Uma amafolda amane esesebenza, engeza amafolda ama-invoyisi nezinkokhelo, abasebenzi kanye nezimpahla zebhizinisi.

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. Yenza amakhophi ayisipele

Lapho ikhophi eyisipele igcinwe khona, nosuku engayenza ngalo (isb. ifolda ye-cloud evikelwe ngephasiwedi ethi "Amadokhumenti ebhizinisi", 12 Meyi)

Wagcine ephephile

1. Ungalokothi ugcine ikhophi eyodwa kuphela ocingweni olulodwa.
2. Vikela amadokhumenti kamazisi, awebhange nawabasebenzi ukuze kuvule wena kuphela, noma abantu obavumelayo.

3. Hlela ukufinyelela esimweni esiphuthumayo

Ukufinyelela esimweni esiphuthumayo (umuntu omethembayo uyazi ukuthi amadokhumenti akuphi nokuthi yimaphi angawavula, hhayi amaphasiwedi akho).

Amadokhumenti umuntu omethembayo angawavula esimweni esiphuthumayo (isb. ipholisi yomshwalense, isivumelwano sokuqasha, ama-invoyisi abahlinzeki)

Amadokhumenti nokungena kuma-akhawunti okuhlala kuyimfihlo (isb. i-app yebhange, amarekhodi abasebenzi)

INOTHI

Amadokhumenti adingekayo ayehluka ngokohlobo lwebhizinisi. Lena yindlela yokuhlela, hhayi iseluleko sezomthetho.

Kwenze kutholakale

Umuntu omethembayo engizomtshela ukuthi amafolda akuphi _____

Ngomhla _____

Isikhathi sokukwenza kabusha

Njalo ezinyangeni ezi-3. Hlola izinsuku zokuphelelwa yisikhathi ethebuleni, faka okusha esikhundleni sanoma yini ephelelwe yisikhathi noma esidala, bese ufaka noma yiziphi izinkontileka noma amapholisi amasha.

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.