

Sebenzisa lokhu njengokusetwa kabusha kwemali **kwezinsuku eziyisikhombisa**. Khetha uhlelo olulodwa, landelela isonto, bese unquma ukuthi ibhizinisi lingakukhokha malini.

Khetha uhlelo lwakho lwemali

• UHLU LOKUHLOLA

Phawula indlela eyodwa

- ☐ I-akhawunti yebhange yebhizinisi ehlukile
- ☐ Iwalethi, ikhadi noma i-akhawunti esetshenziselwa ibhizinisi kuphela
- ☐ Indlela yokulandelela ecacile (ispredishithi noma incwadi) kuze kube yilapho ibhange selilungile

UHLELO LWAMI LWEMALI YEBHIZINISI

• UHLU LOKUHLOLA

Indlela engizozikhokhela ngayo

- ☐ Inani elinqunyiwe ngenyanga
- ☐ Inani lesonto
- ☐ Iphesenti lenzuzo
- ☐ Ukukhipha okubhaliwe uma imali ivumela

INANI NOMA UMTHETHO

Ukusetha kabusha kwezinsuku eziyisikhombisa

Phawula isinyathelo ngasinye futhi ubhale usuku owenze ngalo.

1	Khetha i-akhawunti, iwalethi noma irekhodi yemali yebhizinisi	<u>USUKU</u>	<u>KUQEDIWE</u>
2	Thumela izinkokhelo ezintsha zamaklayenti kulelo hlelo	<u>USUKU</u>	<u>KUQEDIWE</u>
3	Khokha izindleko zebhizinisi kusuka kulelo hlelo lapho kungenzeka khona	<u>USUKU</u>	<u>KUQEDIWE</u>
4	Bhala imali ethathwe kuwe	<u>USUKU</u>	<u>KUQEDIWE</u>
5	Bhala imali yomuntu siqu efakiwe ebhizinisini	<u>USUKU</u>	<u>KUQEDIWE</u>
6	Bhala ohlwini okumele ibhizinisi likhokhe ezinsukwini eziyisikhombisa ezizayo	<u>USUKU</u>	<u>KUQEDIWE</u>
7	Buyekeza ibhalansi ngemva kwezo zibopho	<u>USUKU</u>	<u>KUQEDIWE</u>

Izindleko zebhizinisi ezizayo (ngaphambi kokuthatha imali)

Izindleko	Inani	Usuku lokukhokha	Kukhokhwa ohlelweni lwebhizinisi?

Umlandeleli wokuthengiselana wezinsuku eziyisikhombisa

Usuku	Izinkokhelo ezingenayo	Izindleko zebhizinisi	Ukukhipha komnikazi	Imali yomuntu siqu engenayo	Ibhalansi ngemva kwezibopho

Imali yomuntu siqu engena / ephuma ebhizinisini

Usuku	Inani elingenayo / eliphuma	Isizathu	Ubufakazi obugciniwe	Umnikelo, imalimboleko noma ukukhipha?

Ngaphambi kokuthatha imali — buza

- 1. Lokhu kwezebhizinisi noma kimi uqobo?
- 2. Kukhona irisiithi, i-invoyisi noma inothi?
- 3. Kubhalwe esigabeni esifanele?
- 4. Kuzosala imali eyanele yezindleko zebhizinisi ezilandelayo?

Ukubuyekeza ekupheleni kwesonto

LOKHO IBHIZINISI
ELINGANGIKHOKHA
KONA

UMKHUBA
OZOGCINWA
NGESONTO ELIZAYO

USUKU
LOKUBUYEKEZA