ALEXANDER FORBES FINANCIAL SERVICES (PTY) LTD
Inombolo yokubhaliswa: 1969/018487/07 | **inombolo yelayisensi ye-FAIS:** 1177
I-Umbrella Fund Division – Ifomu lokuqoka okumele bahlomule
Ucingo: 0860 100 333 | **Thumela i-imeyili:** ccrfadmin@aforbes.com

Ubani odinga ukuxhaswa kwezezimali uma ngishona?

Kungani kudingeka ukuthi ngigcwalise leli fomu?

Uma kwenzeka ushona ngesikhathi usasebenzela umqashi wakho, abantu obakhethela ukubeseka ngokwezezimali kuleli fomu bazothola ukwabelwa imali eyongelwe ukuthatha umhlalaphansi evela esikhwameni sokuthatha umhlalaphansi.

Ukuze kuqinisekiwe ukuthi abathandiweyo kuwe bayanakekelwa uma ungasekho ukuze ukwazi ukubanakekela, sidinga ulwazi mayelana nawe kanye nabo kuleli fomu.

Ngaphambi kokuthi ugcwalise ifomu lonke

Ubani okumele ahlomule?
Kungenzeka kube umama wakho, oshade naye, izingane zakho, noma omunye umuntu osempilweni yakho othembele kuwe ngokwezezimali, kanye nenhlangano esebenzela isihle imbala. Laba bantu babizwa ngokuthi abaqokelwe ukuthi bahlomule.

Ngabe izokwabiwa kanjani imali yami eyongelwe ukuthatha umhlalaphansi uma ngishona?
Umthetho uthi abaphatheli abaqokiwe abaqhuba isikhwama sokuthatha umhlalaphansi kumele banqume ukuthi imali eyongelwe ukuthatha umhlalaphansi izokwabelwa kanjani abaqokelwe ukuhlomula bakho. Kumele bafune wonke amalungu omndeni wakho kanye nabathembele kuwe bese benquma ukuthi imali yakho eyongelwe ukuthatha umhlalaphansi izokwabelwa bani nokuthi yimalini ezonikezwa umuntu ngamunye.

Ngabe abaphatheli abaqokiwe bazokwenza konke engikufisayo kuleli fomu?
Ngokomthetho leli fomu likhombisa lokho *okufisayo* ukuze libe umhlahlandlela wabaphatheli abaqokiwe. Kodwa-ke, *alibophezeli ngokwezomthetho njengencwadi yokwabiwa kwamafa*. Abaphatheli abaqokiwe bazolibheka leli fomu, futhi ikomidi labaphathi besikhwama lingabasiza ngalolu lwazi, kodwa abaphatheli abaqokiwe yibona abazoba nezwi lokugcina. Ungafaka noma yiluphi ulwazi olwengeziwe Ebhokisini lamanothi ekhasini 2 othemba ukuthi ukuthi ingaba usizo ebhodini labaphatheli abaqokiwe ngokuphathelene nokuthatha isinqumo esinobulungiswa

Kuthiwani uma ngingafuni ukuthi amalungu omndeni wami abelwe imali yami eyongelwe ukuthatha umhlalaphansi?
Faka u-0% bese uchaza ukuthi kungani ebhokisini lamanothi.

Ukuze uthole olunye ulwazi, sicela ushayele ucingo i-call centre ku-0860 100 333 noma uthumele i-imeyli: ccrfadmin@aforbes.com

Mayelana nawe (ilungu elisha)

Gcwalisa imininingwane engezansi.

Igama kanye nesibongo

Inombolo kamazisi noma ye-passport

Usuku lokuzalwa D D M M Y Y Y Y

Umuntu okuxhunywana naye uma kunesimo esiphuthumayo
Igama kanye nesibongo

Imininingwane yokuxhumana

Iselula

Ekhaya

I-imeyli

Uhlu lwabaqokelwe ukuhlomula

Isinyathelo 1: Bhala bonke abathembele kuwe ethebuleni elingezansi

- Oshade naye, umlingani wakho kanye nezingane (zanganoma yimiphi iminyaka yobudala)
- Noma ubani njengamanje othembele kuwena ngokwezezimali
- Abantu okudingeka ubakhokhele isondlo

Uma kukhona abathembele kuwe ongabasho, lokhu kungenza kuthathe isikhathi ngaphambi kokukhokhelwa kwesicelo sokukhokhelwa. Uma kungekho muntu othembele kuwe nganoma iyiphi indlela ngokuphathelene nezimali, ungakhetha omunye umuntu ukuthi abe oqokelwe ukuthi ahlomule (umndeni noma inhlangano esebenzela isihle).

Isinyathelo 2: Manje fakela iphesenti umuntu ngamunye

Khombisa iphesenti lemali yakho eyongelwe umhlalaphansi okumele ikhokhelwe umuntu ngamunye – ingaba u-0%. Lapho kungu-0%, sicela unikeze isizathu Ebhokisini lamanothi. Isibonelo, 'Indodakazi yami endala isebenza ngokugcwele futhi ayithembele kimina ngokwezezimali' noma 'Ngine-policy yomshwalense oseceleni engiyihlelele engishade naye'.

Isinyathelo 1				Isinyathelo 2
Igama kanye nesibongo	**Inombolo kamazisi noma ye-passport**	**Ngabe buyini ubudlelwane bakhe nawe? Isibonelo umzukulu**	**Ngabe uxhasa lo muntu ngokwezezimali?** Ngicela ubeke uqhwishi (✓) kokukodwa kwalokhu okungakhethwa ngezansi.	**Ku-100, ngabe iphesenti elingakanani ongathanda ukuthi oqokelwe ukuthi ahlomule ngamunye alithole?**
			Yebo Cha	%
			Yebo Cha	%
			Yebo Cha	%
			Yebo Cha	%
			Yebo Cha	%
			Yebo Cha	%
			Yebo Cha	%
			Yebo Cha	%
Bheka ukuthi konke kwenza inani eliphelele elingu-100.				1 0 0 %

Ngabe kukhona nanoma yini ofuna abaphatheli abaqokiwe bayazi mayelana nesinqumo sakho?

Amanothi:

Qaphela: Abaphatheli abaqokiwe bazobheka ukuthembela kuwe ngokuphathelene nezimali kwabantu obafake kuleli fomu. Kodwa-ke, abaphatheli abaqokiwe bazoba nezwi lokugcina ekunqumeni ukutheni bazokwabelwa kanjani imali yakho eyongelwe umhlalaphansi.

Uma udinga usizo ngokuphathelene nokuqonda leli fomu, sicela ushayele ucingo i-call centre ku-0860 100 333 noma uthumele i-imeyli ku-ccrfadmin@aforbes.com.

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Eminye imininingwane ngokuphathelene nobaqokele ukuthi bahlomule

Njengoba usukhethe ukuthi ubani ofuna ukuthi ahlomule, sizodinga olunye ulwazi olwengeziwe mayelana nabo egxenyeni yefomu esele:

- Usuku lokuzalwa *(kuphela uma unikeze inombolo yabo ye-passport)*
- Ikheli lasekhaya
- Imininingwane yokuxhumana

Sicela ugcwalise imininingwane eyengeziwe ngezansi mayelana nabaqokelwe ukuthi bahlomule bakho.

Oqokelwe ukuthi ahlomule 1

Igama kanye nesibongo

Usuku lokuzalwa D D M M Y Y Y Y

Ikheli lendawo yokuhlala

Umgwaqo noma inombolo ye-unit kumgwaqo, igama le-complex noma lepulazi

I-Suburb noma indawo yasemakhaya

Idolobha noma idolobhana

Izwe

Ikhowudi

Imininingwane yokuxhumana

Iselula

Ekhaya

I-imeyli

Oqokelwe ukuthi ahlomule 2

Igama kanye nesibongo

Usuku lokuzalwa D D M M Y Y Y Y

Ikheli lendawo yokuhlala: Uma lo muntu ehlala ekhelini elifanayo nelomunye oqokelwe ukuthiahlomule, akudingeki ukuthi ugcwalise imininingwane yekheli ngezansi.

Vele ugcwalise ngokuthi: Ikheli liyefana neloqokelwe ukuthi ahlomule ongunombolo: **1** **2** **3** **4** **5** **6**

Umgwaqo noma inombolo ye-unit kumgwaqo, igama le-complex noma lepulazi

I-Suburb noma indawo yasemakhaya

Idolobha noma idolobhana

Izwe

Ikhowudi

Imininingwane yokuxhumana

Iselula

Ekhaya

I-imeyli

Oqokelwe ukuthi ahlomule 3

Igama kanye nesibongo

Usuku lokuzalwa D D M M Y Y Y Y

Ikheli lendawo yokuhlala: Uma lo muntu ehlala ekhelini elifanayo nelomunye oqokelwe ukuthiahlomule, akudingeki ukuthi ugcwalise imininingwane yekheli ngezansi.

Vele ugcwalise ngokuthi: Ikheli liyefana neloqokelwe ukuthi ahlomule ongunombolo: **1** **2** **3** **4** **5** **6**

Umgwaqo noma inombolo ye-unit kumgwaqo, igama le-complex noma lepulazi

I-Suburb noma indawo yasemakhaya

Idolobha noma idolobhana

Izwe

Ikhowudi

Imininingwane yokuxhumana

Iselula

Ekhaya

I-imeyli

Oqokelwe ukuthi ahlomule 4

Igama kanye nesibongo

Usuku lokuzalwa D D M M Y Y Y Y

Ikheli lendawo yokuhlala: Uma lo muntu ehlala ekhelini elifanayo nelomunye oqokelwe ukuthiahlomule, akudingeki ukuthi ugcwalise imininingwane yekheli ngezansi.

Vele ugcwalise ngokuthi: Ikheli liyefana neloqokelwe ukuthi ahlomule ongunombolo: **1** **2** **3** **4** **5** **6**

Umgwaqo noma inombolo ye-unit kumgwaqo, igama le-complex noma lepulazi

I-Suburb noma indawo yasemakhaya

Idolobha noma idolobhana

Izwe

Ikhowudi

Imininingwane yokuxhumana

Iselula

Ekhaya

I-imeyli

Oqokelwe ukuthi ahlomule 5

Igama kanye nesibongo

D D M M Y Y Y Y

Usuku lokuzalwa

Ikheli lendawo yokuhlala: Uma lo muntu ehlala ekhelini elifanayo nelomunye oqokelwe ukuthiahlomule, akudingeki ukuthi ugcwalise imininingwane yekheli ngezansi.

Vele ugcwalise ngokuthi: Ikheli liyefana neloqokelwe ukuthi ahlomule ongunombolo: **1** **2** **3** **4** **5** **6**

Umgwaqo noma inombolo ye-unit kumgwaqo, igama le-complex noma lepulazi

I-Suburb noma indawo yasemakhaya

Idolobha noma idolobhana

Izwe

Ikhowudi

Imininingwane yokuxhumana

Iselula

Ekhaya

I-imeyli

Ukuze uthole olunye ulwazi, sicela ushayele ucingo i-call centre ku-**0860 100 333** noma uthumele i-imeyli: **ccrfadmin@aforbes.com**

Oqokelwe ukuthi ahlomule 6

Igama kanye nesibongo

Usuku lokuzalwa
D D M M Y Y Y Y

Ikheli lendawo yokuhlala: Uma lo muntu ehlala ekhelini elifanayo nelomunye oqokelwe ukuthiahlomule, akudingeki ukuthi ugcwalise imininingwane yekheli ngezansi.

Vele ugcwalise ngokuthi: Ikheli liyefana neloqokelwe ukuthi ahlomule ongunombolo: **1** ☐ **2** ☐ **3** ☐ **4** ☐ **5** ☐ **6** ☐

Umgwaqo noma inombolo ye-unit kumgwaqo, igama le-complex noma lepulazi

I-Suburb noma indawo yasemakhaya

Idolobha noma idolobhana

Izwe

Ikhowudi

Imininingwane yokuxhumana

Iselula

Ekhaya

I-imeyli

Uma ungathanda ukukhetha abaqokelwe ukuthi bahlomule abengeziwe, sicela uqinisekise ukuthi ukopisha leli khasi ukuze uligcwalise bese ulifaka naleli fomu lonke.

Ukuze uthole olunye ulwazi, sicela ushayele ucingo i-call centre ku-**0860 100 333** noma uthumele i-imeyli: **ccrfadmin@aforbes.com**

Isimemezelo sakho

Isimemezelo sakho

Ngokusayina leli khasi, uyavuma ukuthi:

1. Wena, ilungu lesikhwama sokuthatha umhlalaphansi, uyazi ungesimo sakho sezezimali – nokuthi ebantwini obasho njengabantu obaqokele ukuthi bahlomule kuleli fomu – bangashintsha.
2. Uma ufuna ukwenza izinguquko kuleli fomu, kumele unikeze umnyango wakho we-HR ifomu elinemininingwane yakamuva. Kubalulekile kakhulu ukuthi ulokhu ufaka imininingwane yakamuva kuleli fomu njalo lapho kuba nesehlakalo esikhulu empilweni yakho njengokushada, ukudivosa noma uba nengane.
3. Uyaqonda ukuthi leli fomu likhombisa lokho okufisayo kodwa ibhodi labaphatheli abaqokiwe lesikhwama sokuthatha umhlalaphansi linezwi lokugcina ngokuphathelene nokuthi izokwabiwa kanjani imali oyongele ukuthatha umhlalaphansi.
4. *Umthetho Obhekelele Izikhwama Zokuthatha Umhlalaphansi* udinga ukuthi abaphatheli abaqokiwe bathathe isinqumo esinobulungiswa ngokuphathelene nokuthi izokwabiwa kanjani imali yakho oyongele ukuthatha umhlalaphansi.
5. Uma kukhona nanoma yikuphi ukulahllekelwa ngenxa yolwazi olungelona olufanele olunikeziwe, akekho phakathi kuka-Alexander Forbes noma isikhwama ozoba nesibophezelo ngokuphathelene nokulahlekelwa.
6. Unikeze imininingwane yokuxhumana ypbaqokele ukuthi bahlomule futhi wafaka usuku kuleli fomu. Uma lokhu kungenziwanga, kungaba nzima ukuthi abaphatheli abaqokiwe bafune amalungu omndeni wakho, nokungabangela ukubambezeleka ekubakhokheleni.

Igama nesibongo

Isiginesha yakho ____

Usuku D D M M Y Y Y Y

Nikeza ifomu eligcwalisiwe lase lasayinwa u-HR wakho noma omele i-payroll ukuze aligcine efayeleni lakho lomsebenzi. Bacele ukuthi bagcwalise igama lesikhwama ngezansi.

Igama lesikhwama (elizogcwaliswa u-HR)

Ulwazi lomuntu uqobo,ukugcinwa kwemfihlo kanye nokuvikeleka

U-Alexander Forbes uthatha ukuvikelwa kwedatha njengento ebalulekile. Sinakekela ulwazi lwakho uqobo ngokukhulu ukunakekela.

Sizogcina ulwazi lwakho uqobo noma sabelane ngalo nabantu besithathu ezimweni ezilandelayo:

- inqobo nje uma thina noma isikhwama siyidingela ukwenza lokho osiyalele kona
- uma kudingwa umthetho
- ukuze sikwazi ukuxoxisana nawe mayelana nezinsiza kanye nemikhiqizo lapho kufanele khona

Uma usihlinzeka ngemininingwane yabanye abantu (kuhlanganisa nezingane), uyaqinisekisa ukuthi unemvume noma igunya lokwenza lokho.

Uma sesingenaso isidingo noma isisekelo sangokomthetho sokugcina ulwazi lwakho uqobo, sizolulahla ngendlela ephephile.

Uma udinga ukufaka imininingwane yakamuva noma ukulungisa ulwazi lwakho uqobo, sicela usithinte ngokusebenzisa imininingwane ehlinzekiwe.

Singabanikazi bombhalo kule dokhumenti
Akumele ukopishe, ugcine, ukhiphe ensizeni ethile noma ukhiqize kabusha le dokhumenti ngaphandle kokuthola imvume yethu ebhalwe **phansi.**