

# LIFOMU 2

## SICELO SEKUTFOLA LIREKHODI

[Umtsetfosimiso 7]

**CAPHELA:**

1. *Umfakisicelo ufanele kutsi anamatsisele bufakazi bekutatisa.*
2. *Uma ngabe sicelo sifakwa egameni lalomunye umuntfu, kufanele kutsi kunanyatsiselwe bufakazi lelo gunya, kulelifomu.*

**SIYA KU:** Sikhulu Selwatiso


(Likheli)

Likheli lencwadzigezi:

Inombolo yefeksi:

**Faka "X"**

Sicelo sifakwa egameni lami

Sicelo sifakwa egameni lalomunye umuntfu

LWATISO NGEBUWENA			
Emagama Lapehelele			
Inombolo Yamatisi			
Sigaba sicelo lesifakwa ngaphasi kwaso <i>(uma sifakwa egameni lalomunye umuntfu)</i>			
Likheli Leliposi			
Likheli Lenzawo			
Likheli Lencwadzigezi (Le-imeyili)			
Tinombolo Tekutsintsana	Luc. (B):		I-facsimile:
	Makhalekhikhini		
Emagama lapehelele sicelo lesifakwa egameni lakhe <i>(uma ngabe ukhona)</i>			
Inombolo Yamatisi			

Likheli Leliposi	
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Likheli Lenzawo	
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Likheli Lencwadzigezi (Le-imeyili)	
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Tinombolo Tekutsintsana	Luc. (B)		I-facsimile	
	Makhalekhikhini			

**IMININGWANE YELIREKHODI LELICELWAKO**

*Niketa imininingwane yelirekhodi lelicelwako, kufaka ekhatsi inombolo yeriferensi uma ngabe uyayati, kwentela kutsi lirekhodi litfolakale lula. (Uma lesikhala lesiniketiwe aseneli, ucelwa kutsi uchubekele kulelinye likhasi bese ulinamatsisela kulelifomu. Onkhe emakhasi lengetiwe afanele kutsi asayinwe.)*

Inchazelo yelirekhodi noma incenye yelirekhodi lefanele:	

Inombolo yeriferensi, uma ngabe ikhona	
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Naleminye imininingwane yelirekhodi	

**LUHLOBO LWELIREKHODI**  
(Faka loluphawu ebhokisini lelifanele "X")

Lirekhodi libhaliwe noma liphrintiwe	
Lirekhodi linemifanekiso yekweveshwali (Iefaka ekhatsi tifombe, emaslaydi, emavidiyo lacoshiwe, imifanekiso leyentiwe ngangcondvomshini, imidvwebo, njll.)	
Lirekhodi linemagama labhaliwe noma lwatiso lolungakhicitwa lube ngumsindvo	
Lirekhodi ligcinwe kungcondvomshini noma kulobunye buchwepheshe noma kuluhlelo lolufundzekako	

<b>LIFOMU LEKUFINYELELA</b> (Faka loluphawu ebhokisini lelifanele "X")	
Ikhophi yelirekhodi lephrintiwe (kufaka ekhatsi emakhophi ananoma nguyiphi imifanekiso yekweveshwali, emathranskriphthi kanye nelwatiso lolugcinwe kungcondvomshini noma ngekwendlela yekwe-elekhthronikhi noma ngalokufundzeka ngemshini)	
Lelirekhodi linemifanekiso yekweveshwali (ifaka ekhatsi tiffombe, emaslaydi, emavidiyo lacoshiwe, imifanekiso leyentiwe ngangcondvomshini, imidvwebo, njll.)	
Emathranskriphshini emisindvo (emadokhumenti labhaliwe noma liphrintiwe)	
Ikhophi yelirekhodi lelikufleshdrive (kufaka ekhatsi imifanekiso nemisindvo yekweveshwali)	
Ikhophi yelirekhodi lelikukhompkthi diskhi (kufaka ekhatsi imifanekiso nemisindvo yekweveshwali)	
Ikhophi yelirekhodi leligcinwe kusilondvoloti seklawudi	

<b>INDLELA YEKUFINYELELA</b> (Faka loluphawu ebhokisini lelifanele "X")	
Kuhlolwa matfupha kwelirekhodi ekhelini lelibhalisiwe lesikhungo sahumende/lesitimele (kufaka ekhatsi kulalela emagama larekhodiwe, lwatiso lolungaphindze futsi lukhicitwe lube ngumsindvo, noma lwatiso lolugcinwe kungcondvomshini noma entfweni yekwe-elekhthronikhi noma ngendlela lengafundzeka ngekwemshini)	
Kusuka eposini kuya ekhelini lekuposa	
Kusuka eposini kuya ekhelini lendzawo	
Kukhuriya kuye ekhelini lendzawo	
Lwatiso lwe-facsimile lolubhaliwe noma loluphrintiwe (kufaka ekhatsi emathranskriphshini)	
Incwadzigezi yelwatiso (kufaka ekhatsi imisindvo uma kwenteka)	
Kwabela Iklawudi/kwendlulisa lifayela	
Lulwimi lolunconotwako (Yati kutsi uma ngabe lelirekhodi lingatfolakali ngelulwimi lolunconotwako, imvume yekulitfolaniganiketwa ngelulwimi lelirekhodi lelingalo)	

<b>IMININGWANE YELILUNGELO LELISETJENTISWAKO NOMA LELIVIKELWAKO</b>  <i>Uma sikhala lesiniketive aseneli, sicela kutsi uchubekele kulenye likhasi bese ulihambisa kanye naleLifomu. Umfakisicelo kufanele kutsi asayine onkhe emakhasi langetiwe.</i>	
Khombisa kutsi nguliphi lilungelo lelifanele kutsi lisetjentiwe	

Chaza kutsi kungani lirekhodi leliceliwe lidzingeke kute kusetjentiwe noma kuvikelwe lilungelo lelishiwo ngenhla:	

<b>TIMALI</b>	
a)	<i>Imali yekufaka sicelo ifanele kutsi ikhokhwe ngembi kwekutsi sicelo sicutjungulwe.</i>
b)	<i>Utawatiswa ngemali yekufinyelela lekufanele kutsi ikhokhwe.</i>
c)	<i>Lemali lekhokhelwa kukhona kutfola lirekhodi iya ngendlela lelidzingeke ngayo nesikhatsi lesifanele lesidzingeke kuphenya nekuhlembisa lelirekhodi</i>
d)	<i>Uma ngabe ufanelwe kutsi kukhululwa esibopheni sekukhokha, sicela kutsi unikete sizatfu sekukhululwa esibopheni</i>
Sizatfu	

Utawatiswa ngekubhalelwa kutsi sicelo sakho sivunyiwe noma saliwe futsi uma sivunyiwe utawatiswa ngetindleko letiphatselene nalesicelo sakho, uma tikhona. Ucelwa kutsi usho indlela lotsandza kutsi utsintfwe ngayo:

Likheli leliposi	I-facsimile	Luchumano lwekwe- elekhthronikhi (Ucelwa kutsi usho)

Lisayinwe e \_\_\_\_\_ mhla ti \_\_\_\_\_ ku \_\_\_\_\_ 20 \_\_\_\_\_

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***Kusayina Kwemfakisicelo / umuntfu sicelo lesifakwa egameni lakhe***

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**KUGCWALISA TIUPHATSIMANDLA**

<i>Inombolo yeriferensi;</i>	
<i>Sicelo sitfolwe ngu: (Sigaba, Ligama neSibongo Sesikhulu Setelwatiso)</i>	
<i>Lusuku lesitfolwe ngalo:</i>	
<i>Imali yekufinyelela:</i>	
<i>Sibambiso (uma ngabe sikhona):</i>	

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***Kusayina Kwesikhulu Setelwatiso***