

Isithasiselo 1 – Ifomu Lokucela Amarekhodi

## ISITHASISELO 1: IFOMU LOKUCELA AMAREKHODI

Lesi sithasiselo kumele sihambisane nencwadi yangaphandle ezobhekiswa ku-Deputy Information Officer

### 1. Imininingwane Ye-Dube TradePort Corporation

Deputy Information Officer

Ibhekiswe ku: Nkz. T. Wingfield

Inombolo ye-Fax : +27 32 814 0103

Ikheli le-Email: Tanya.wingfield@dubetradeport.co.za

### 2. Imininingwane Yomuntu Ocela Amarekhodi

(a) Kumele kunikezelwe ngezansi imininingwane yomuntu ocela amarekhodi.

(b) Kumele kunikezelwe ngekheleli kanye nenombolo ye-Fax yakuleli lapho kuzothunyelwa khona ulwazi.

(c) Ubufakazi bokuthi ufaka isicelo njengobani, uma kunesidingo kumele bufakwe lapha.

Igama Eliphelele Nesibongo: \_\_\_\_\_

Inombolo kamazisi:

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Ikheli \_\_\_\_\_

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Inombolo ye-Fax: \_\_\_\_\_

Ucingo Lwasendlini: \_\_\_\_\_

Inombolo yeselula: \_\_\_\_\_

Ikheli le-Emayili: \_\_\_\_\_

Incazelo ngomuntu ofaka isicelo uma kungukuthi ucela egameni lomunye:

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### 3. Iminingwane Yomuntu Ofakelwa isicelo

Lesi sigaba kumele sigcwaliswe kuphela uma isicelo solwazi senziwa umuntu egameni lomunye.

Igama Eliphelele Nesibongo:

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Inombolo kamazisi:

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### 4. Iminingwane Yamarekhodi

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(a) Faka iminingwane ephelele yamarekhodi ofake isicelo sokuwathola, ubandakanye nenombolo ye-reference uma uyazi ukuze kube lula Ukutholakala kwerekhodi.

(b) Uma isikhala onikwe sona singanele, sicela uqhubeke ubhale kwelinye Ikhasi bese ulihlanganisa naleli fomu.

Ofake isicelo kumele asayine lelo khasi elengeziwe.

1) Incazelo yamarekhodi noma leyo ngxenye edingekayo:

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2) Inombolo ye-Reference uma ikhona:

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3) Eminye imininingwane yamarekhodi:

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## 5. Izimali Ezikhokhwayo

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- (a) Isicelo sokuthola amarekhodi siyoqhutshwa uma sekukhokhwe imali ngaphandle uma unoshwele wokukhakha lemali.
- (b) Uyokwazisa ngenani lemali okumele ikhokelwe ukufakwa isicelo.
- (c) Imali ekhokhelwa ukuthola amarekhodi incike kulelo fomu eligcwaliselwe ukufakwa isicelo futhi kubhekwa nokuthi singakanani isikhathi esidingekayo ukubheka nokulhlela lawo marekhodi.
- (d) Uma ufanele ukuthola ushwele wanoma iyiphi imali ekhokhwayo, sicela ubhale isizathu salokhu.

Isizathu sikashwele ezimalini Ezikhokhwayo:

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## 6. Ifomu Lokuthola Amarekhodi

Uma unokukhubazeka obukuvimba ukuba ufunde, ubone noma ulalele amarekhodi ngaleyondlela alethwe ngayo ku 1 kuya ku 4 ngezansi, isho indlela okhubazeke ngayo nongafisa ukuthi uthunyelelwe ngayo amarekhodi..

Ukukhubazeka:		Indlela ofisa ukuthunyelelwa ngayo amarekhodi	
Faka umaka u-X ebhokisini elifanele.			
QAPHELA:			
a) Ukulandelwa kwesicelo sakho sokuba uthunyelwe amarekhodi ngendlela ocele athunyelwe ngayo siyoncika ekutheni akhona yini ngaleyondlela.			
b) Isicelo sakho sokuthunyelwa amarekhodi ngendlela ethile singanqatshwa ngasinye isikhathi. Uma kunjalo uyokwaziswa uma uyothunyelelwa ngenye indlela.			
c) Imali ekhokhwayo ngokuthola amarekhodi, uma kumele ikhokhwe, iyoncika ekutheni ucele ukuba uthunyelwe ngayiphi indlela.			
1. Uma amarekhodi ebhaliwe:			
Ikhopi yamarekhodi*		Ukuhlolwa kwamarekhodi	
2. Uma amarekhodi equkethe imifanekiso: (lokhu kubandakanya izithombe, ama-slides, ama-video, izithombe eziqoshwe ngekhompyutha, nemidwebo njll)			
vula izithombe		Amakhophi ezithombe"	
		Izithombe eziqoshiwe *	
3. Uma amarekhodi equkethe amazwi noma ulwazi oluqoshiwe angabuye enziwe umsindo:			
Lalela umsindo ekhasethini		Umsindo osubhalwe phansi * obhaliwe noma othayiphiwe	
4. Uma kungukuthi amarekhodi afakwe ekhomyutheni ngendlela efundekayo:			
Ikhopi yamarekhodi ebhaliwe*		Ikhophi yolwazi ebhaliwe esuselwa kumarekhodi	
		Ikhophi ekwikhomyutha efundekayo* (memory stick noma i-compact disc)	
Uma ucele ikhophi yebhalwe phansi yamarekhodi (ngenhla), ngabe ufisa ukuposelwa ebhaliwe noma amazwi aqoshiwe? Ukuposa kuyakhokhelwa.		Yebo	
		Cha	

Qaphela ukuthi uma amarekhodi engekho ngolimi olukhekhayo uzowathola ngolimi aqoshiwe ngalo.

Ngabe ufisa ukuthola amarekhodi ngaluphi ulimi?

## 7. Isaziso Ngesinqumo Mayelana Nesicelo Sokuthola Amarekhodi

Uzobhalelwa waziswe ukuthi isicelo sakho siyemukelwa noma cha. Uma ufisa ukwaziswa ngenye indlela sicela ukusho lokhu ucacise ngaleyondlela uphinde uhlinzenke ngemininingwane ukuze sikwazi ukwenza isicelo sakho.

Ufisa ukwaziswa kanjani Ngesinqumo mayelana Nesicelo sakho sokuthola amarekhodi?

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Kusayinwe e- \_\_\_\_\_ Mhla ka \_\_\_ Enyangeni ka \_\_\_\_\_  
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Isiginesha yofaka isicelo/ noma umuntu ocelelwayo

### KUGCWALISWA I-DUBE TRADEPORT KUPHELA

Inombolo ye-Reference:

i- Information Officer:

Imali yokufaka isicelo (if any): R \_\_\_\_\_

Deposit (if any): R \_\_\_\_\_

Imali yokwamukela: R \_\_\_\_\_

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ISIGINESHA YE-INFORMATION OFFICER/ DEPUTY INFORMATION OFFICER