URhulumente
weNtshona Koloni

IMIGAQO YOKUSEBENZA EMISELWEYO (*STANDARD OPERATING PROCEDURES) (SOP)*)

IMIGAQO YOKULAWULWA KWEENTLAWULO EZENZIWA NGOOMATSHINI (IINKXASO-MALI) KWIHOSTELE

IGama leNkqubo	**IMIGAQO YOKULAWULWA KWEENTLAWULO EZENZIWA NGOOMATSHINI (IINKXASO-MALI) KWIHOSTELE**
Iinkalo eziza kufikelelwa kule Nkqubo	Le *SOP* isebenza kwizikolo ezineehostele, kumagosa ezithili awenza iinkonzo zokunika inkxaso kwezo zikolo zinjalo nakumacandelo akwaNdlunkulu achaphazelekayo awenza umsebenzi oluxanduva lokwenza iintlawulo ezenziwa ngoomatshini (iinkxaso-mali) kwiihostele nekufuneka abeke esweni indlela yokusetyenziswa ngokuyimpumelelo kweenkxaso-mali zehostele.
INjongo yeNkqubo	Ukuqinisekisa ukuba inkqubo yokwenza isicelo neyokuvunywa kwezicelo zeenkxaso-mali zehostele yenziwa ngokuthobela imigaqo nokubekwa esweni kunye nokwenza ingxelo ngendlela esebenzayo yokusetyenziswa kweenkxaso-mali zehostele kwinqanaba lesikolo.
Imithetho/imigaqo-nkqubo emiselweyo esebenzayo	• *UMGaqo-siseko weRiphabliki yoMzantsi Afrika , uMthetho 108 ka-1996, icandelo 217;* • *UMthetho weZikolo zaseMzantsi Afrika , No. 84 ka-1996 (SASA);* • *UMthetho weMfundo wePhondo leNtshona Koloni , No. 12 ka-1997;* • *UMthetho i-Public Finance Management Act (PFMA), 1999 (Act 1 of 1999);* • *IMigangatho neMimiselo yeNkxaso-mali yeZikolo kaZwelonke (NNSSF);* • *IMimiselo emalunga noKulawulwa kweeHostele kwizikolo zikarhulumente ;* • *IMiyalelo kuMaziko ; kunye* • *neMigaqo yoKusebenza eMiselweyo (Standard Operating Procedures (SOP))*
Ababandakanywayo kule nkqubo	ABaphathi abanoxanduva lokwenza lo msebenzi

Inombolo yomsebenzi	Umsebenzi	Umsetyenzana	Umntu onoxanduva lokwenza umsebenzi
IGama leNkqubo	**1. Inkqubo yokwenza isicelo seenkxaso-mali zehostele (yabafundi)**		
1.1	Iinkqubo ekufuneka zilandelwe xa kusenziwa isicelo senkxaso-mali yehostele	• NgokoMmiselo 16(4) weMimiselo, abazali babafundi bangenza isicelo qho ngonyaka kwiNtloko yeSebe (*HoD*) okanye kwigosa ekudluliselwe kulo amagunya, ngokuhambelana neenkqubo ezimiselwe lilo, ukwenzela inkxaso-mali yehostele. • Akukho mfundi unokwenza isicelo senkxaso-mali yehostele ukuba sele efumana inkxaso-mali yeskim sothutho okanye phambi kokuba abe wamkelwe kwihostele. • Isixa senkxaso-mali yehostele yomfundi ngamnye simiselwa qho ngonyaka ngokoMthetho i-*Public Finance Management Act*, 1999 (*Act* 1 of 1999), i-*South African Schools Act* (SASA), 1996 (*Act* 84 of 1996), ne-*National Norms and Standards for School Funding* (NNSSF). Nangona abazali/abagcini babafundi bengayifanela inkxaso-mali epheleleyo, ngamanye amaxesha baya kuba noxanduva lokwenza igalelo lomzali elinyanzelekileyo njengoko limiselwe yi-*HoD*. • Xa izicelo zenkxaso-mali yehostele zithathelwa ingqalelo kubalulekile ukuba iBhunga loLawulo (*SGB*) linolwazi ngenkcazo yegama elithi umzali.	Abazali babafundi *SGB*

Inombolo yomsebenzi	Umsebenzi	Umsetyenzana	Umntu onoxanduva lokwenza umsebenzi
1.2	Iinkqubo ekufuneka zilandelwe xa kusenziwa isicelo senkxaso-mali yehostele kwi-*HoD* okanye kwigosa ekudluliselwe kulo amagunya	(a) Izicelo zenkxaso-mali yehostele eziya kuthathelwa ingqalelo zezenziwe ngokuthobela ezi khrayitheriya zilandelayo: • Abazali/abagcini bomfundi kufuneka bahlale kumgama ongaphezulu kwe-5 *km* (ukuhamba kusetyenziswa indlela kawonke-wonke emfutshane kakhulu) ukusuka esikolweni. • Masingabikho iskim sothutho sikarhulumente okanye iskim sothutho lwabafundi sikhoyo. • Abafundi kufuneka bafunde kwisikolo esifanelekileyo esikufutshane sabo (ngokolwimi lokufunda nokufundisa nolwekharityhulam). • Abazali/abagcini bomfundi kufuneka bahlale kwiPhondo leNtshona Koloni. • Ezi meko zingasentla kufuneka ziqinisekiswe nguMphathi weSekethe (*CM*) olawula isekethe esikuyo isikolo.	
		(b) Kuthathelwa ingqalelo iimeko zoqoqosho zasekuhlaleni zabafundi, ezi meko zilandelayo (makuqhotyoshelwe ingxelo enezizathu ezivokothekileyo eyenziwe ngunontlalontle kwisicelo), nazo ziya kuthathelwa ingqalelo, kodwa akuthethi kuthi isicelo siya kuvunywa ngokufanelekileyo: • Umzali okhulisa umntwana eyedwa nongumondli wosapho (*single parent*), apho umfundi ashiyeka yedwa ngethuba lasemini okanye ebusuku ngenxa yeembophelelo zomsebenzi womzali; • Iimeko ezingekho mgangathweni zekhaya ezenza ukuba kungabinakwenzeka ukufunda ; • Iingxaki zasekuhlaleni kwindawo ahlala kuyo umzali/umgcini womntwana ezinganeempembelelo ezimbi kwizifundo zomfundi; • Umfundi oneengxaki zokuziphatha eziluhlobo lokuba ukuhlala kwakhe ehostele kuya kuba nenzuzo kuye; kunye	

Inombolo yomsebenzi	Umsebenzi	Umsetyenzana	Umntu onoxanduva lokwenza umsebenzi
		• Nazo naziphi na iimeko ngokoluvo lwe-*HoD* okanye lwegosa ekudluliselwe kulo amagunya, kucetyiswe ukuba umfundi ahambe isikolo ngelixa abhoda ehostele.	
IGama leNkqubo	**2. Inkqubo yokwenziwa neyokuvunywa kwesicelo seenkxaso-mali zehostele kwinqanaba leSikolo, leSithili nakwelakwaNdlunkulu.**		
2.1	Inkqubo yokwenza isicelo seenkxaso-mali zehostele(izikolo)	(a) Iinqununu zezikolo ezineehostele maziqinisekise ukuba zingenisa la maxwebhu alandelayo kuMlawuli weSithili phambi kokuba zenze izicelo zeenkxaso-mali zehostele: • Ingxelo-mali ephicothiweyo (yaqho ngonyaka ungadlulanga owe-30 Juni) yemicimbi yezemali yesikolo, equkà ingeniso nenkcitho yehostele, bayingenise kwi-*HoD;* • I-*Certificate of Sound Financial Management* (IsiHlomelo A) saqho ngonyaka ekuqaleni konyaka wokufunda wesikolo; kunye • Nengxelo eyenziwa kabini qho ngonyaka (*Bi-annual report*) (*WCED*043) (IsiHlomelo B).	Iinqununu
		(b) Izicelo ziya kuqwalaselwa ngolu hlobo lulandelayo: (i) **Abenzi-zicelo abakhoyo**: Iifom zokwenza isicelo ezizaliswe ngokufanelekileyo (*WCED* 076), njengoko zifakiwe kwi-*CEMIS* yinqununu aze nomphathi wesekethe anike iingcebiso kwi-*EduInfoSearch*, mazigqitywe ungadlulanga owe-30 Juni. Zonke iihostele ziya kukwaziswa ngembalelwano yi-*DFA* ungadlulanga owe-30 Septemba malunga namagama abafundi abanezicelo zenkxaso-mali yehostele ezivunyiweyo. Intlawulo yokuqala yeenkxaso-mali ukwenzela abo bafundi, iya kuhlawulwa ungadlulanga owe-31 Januwari. (ii) **Izicelo ezitsha**: Zonke izicelo zabafundi ezitsha kufuneka zifakwe kwi-*CEMIS* yinqununu aze umphathi wesekethe anike iingcebiso kwi-*EduInfoSearch* ungadlulanga owe-31 Januwari. Ukungathotyelwa koku kungasentla kuya kukhokelela ekubeni	Iinqununu/uMphathi weSekethe *DFA*

<table>
<tr><th>Inombolo yomsebenzi</th><th>Umsebenzi</th><th>Umsetyenzana</th><th>Umntu onoxanduva lokwenza umsebenzi</th></tr>
<tr><td></td><td></td><td>ingenziwa intlawulo yeenkxaso-mali esikolweni. Zonke iihostele ziya kukwaziswa ngembalelwano yi-DFA ungadlulanga owe-28 Februwari malunga namagama abafundi abanezicelo zenkxaso-mali yehostele ezivunyiweyo. Intlawulo yokuqala yeenkxaso-mali ukwenzela abo bafundi, iya kuhlawulwa ungadlulanga owe-15 Matshi.

(c) Iihostele ziya kunikwa ilisti yezabelo-mali liCandelo le-DFA, ehamba neenombolo zokugunyaziswa kwazo, kwakunye nesixa senkxaso-mali esinikwe umfundi ngamnye. Ifom yokufaka ibango (WCED 077) kufuneka ingeniswe qho ngekota ngokungqinelana nelisti yezabelo-mali kwi-CEMIS.

(d) Iintlawulo zenkxaso-mali ezenziwa qho ngekota ziya kuqwalaselwa kuphela ukuba irejista yokubakho kwabafundi esikolweni, ekwenziwa ngayo ibango, ingeniswe kwi-CEMIS ihamba nefom yokufaka ibango nokuba inqununu iyakuqinisekisa ngenkcazo i-disclaimer kwi-CEMIS, ukuba ngaba abafundi bahlala ehostele.</td><td>DFA</td></tr>
<tr><td>2.2</td><td>Imisebenzi eyenziwa yinqununu</td><td>(a) Inqununu kufuneka iphonononge isicelo ngokuthelekisa le ngcaciso ilandelayo ukumisela ukuthembeka nokugqibelela kwengcaciso phambi kokuba inike iingcebiso malunga nesicelo:

<table><tr><th>Uvimba wengcaciso</th><th>Imveliso</th></tr><tr><td>IiMephu zika-Google</td><td>• Ukumisela isikolo esikufutshane nekhaya lomfundi
• Ukumisela umgama wokuya kwisikolo esikufutshane xa usuka kwikhaya lomfundi
• Ukumisela umgama oya kwisikolo afunda kuso umfundi</td></tr></table></td><td>Inqununu

Inqununu</td></tr>
</table>

Inombolo yomsebenzi	Umsebenzi	Umsetyenzana	Umntu onoxanduva lokwenza umsebenzi
		ISistim i-*CEMIS* System: • Ukumisela ukuba asikhona na iskim sothutho lwabafundi • Ukutshekisha ingxelo yokungabikho kwabafundi yaqho ngekota • Ukungqinisisa iinkcukacha zabafundi (b) Apho kucetyiswa ngokuba umfundi anikwe inkxaso-mali yehotele kwisikolo esingekho kufutshane nekhaya lakhe, inqununu kufuneka inike inkcazo eneenkcukacha yezizathu ezivokothekileyo ezixhasa oko. Inqununu kufuneka ngexesha elichanekileyo izihlaziye iinkcukacha kwi-*CEMIS* malunga neemeko apho kukho abafundi abaphumileyo ukuqinisekisa ukuba kukho amanani abafundi achanekileyo kwisistim. (c) Inqununu kufuneka ifake zonke izicelo ezizaliswe ngokupheleleyo namaxwebhu achaphazelekayo kwi-*CEMIS* naya kuqwalaselwa ngumphathi wesekethe.	
2.3	Imisebenzi yoMphathi weSekethe (CM)	(a) U-*CM* kufuneka abenako ukujonga izicelo ezikwi-*EduInfoSearch* aze aqinisekise ukuba onke amaxwebhu afanelekileyo aqhotyoshelwe kwisicelo phambi kokuba anike iingcebiso ngesicelo. (b) Ukungangqinelani kweenkcukacha okuqatshelwe kwisicelo senkxaso-mali nakwimiyalelo yenyathelo lokulungisa le meko makaziswe inqununu ukuqinisekisa ukuba kuqokelelwe ingcaciso ethembekileyo phambi kokuba sivunywe isicelo. (c) Umphathi wesekethe makangenise izicelo ezizaliswe ngokupheleleyo kwi-*DFA* ngokuzifaka kwi-*EduInfoSearch*.	*CM*

Inombolo yomsebenzi	Umsebenzi	Umsetyenzana	Umntu onoxanduva lokwenza umsebenzi
2.4	Ukuqwalaselwa kwezicelo zeenkxaso-mali kwaNdlunkulu (*DFA*)	(a) Icandelo lee-akhawunti le-*DFA*, liya kungqinisisa kwi-*EduInfoSearch* ukuba ngaba iphekhi yesicelo yenziwe ngendlela ethobela imigaqo. (b) Kwiphekhi yesicelo nganye kuqwalaselwa ukuchaneka nokuzaliswa ngokufanelekileyo kwesicelo namaxwebhu ahamba nesicelo. *(c)* Zonke iiphekhi zezicelo ezineziphene ezingenako ukusonjululwa kwaNdlunkulu, zibuyiselwa kwi-ofisi yesithili okanye esikolweni ngekhompyutha nezizathu zoko ezichazwe kwiziko leenkcukacha *(database)* (d) Zonke izicelo ezizaliswe ngokufanelekileyo zisingathwa ngokubala inkxaso-mali ehlawulwa ngomfundi ngamnye kusetyenziswa uvavanyo lokujonga ubungakanani beentswelo. (e) Emva kokuba kuqwalaselwe zonke izicelo zesikolo esithile, kufuneka saziswe ngembalelwano isikolo eso ngolu hlobo lulandelayo lubonisa iimeko zazo zonke izicelo ezifunyenweyo. okt., Sivunywe ngesixa senkxaso-mali esifanele umfundi, Asivunywanga ngenxa yesizathu, okanye sibuyiselwe apho besivela khona ngenxa yesizathu esichaziweyo. (i) Abenzi-sicelo bangoku – 30 Septemba (ii) Izicelo ezitsha – 28 Februwari	DFA

<table>
<tr><th>Inombolo yomsebenzi</th><th>Umsebenzi</th><th>Umsetyenzana</th><th>Umntu onoxanduva lokwenza umsebenzi</th></tr>
<tr><td>IGama leNkqubo</td><td colspan="3">3. Ukungeniswa nokuqwalaselwa kweefom zokufaka ibango (claim forms) zenkxaso-mali yehostele kwinqanaba leSikolo, leSithili nakwaNdlunkulu</td></tr>
<tr><td>3.1</td><td>Ukungeniswa kweFom yokuFaka iBango (WCED 077)</td><td>(a) IiFom zokufaka ibango mazizaliswe yinqununu nomphathi wesekethe kwi-CEMIS nakwi-EduInfoSearch ngendlela efanayo njengoko kucacisiwe kumhlathi 2 apha ngasentla. Kwimeko yobhaliso lwabafundi abatsha, ifom yesicelo ezaliswe ngokufanelekileyo mayihambe kunye nefom yokufaka ibango

(b) Inqununu mayazise i-SGB ngamabango ewonke angeniswe kwi-CEMIS kwintlanganiso ezinyaswe linani lamalungu elimiselwe ukuthatha isigqibo ngokusesikweni. Inqununu mayizalise kwakhona inkcazo i-disclaimer kwi-CEMIS yokuba kuxoxiwe ngamabango kwintlanganiso ye-SGB ezinyaswe linani lamalungu elimiselwe ukuthatha isigqibo ngokusesikweni.

(c) Iifom zebango ii-Claim forms mazikhatshwe yirejista yokubakho esikolweni yabafundi ekwenziwa ibango labo kwi-CEMIS. Irejista yokubakho mayibe nezi nkcukacha zilandelayo:

<table><tr><td>Igama lomfundi</td><td>Inombolo ye-Emis</td><td>IBakala</td><td>Iintsuku kwikota</td><td>Iintsuku ebekho ngazo umfundi</td><td>Iintsuku ebengekho ngazo umfundi</td></tr></table>
(d) Kwimeko apho umfundi ayekayo ukuhlala ehostele, inxalenye yenkxaso-mali engenalungelo layo ihostele mayibuyiselwe ngentlawulo kwiSebe iWCED ngokuhambelana nerejista yokubakho esikolweni engasentla.</td><td>Iinqununu /CM</td></tr>
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Inombolo yomsebenzi	Umsebenzi	Umsetyenzana	Umntu onoxanduva lokwenza umsebenzi
3.2	Ukuqwalaselwa kwamabango kwaNdlunkulu	(a) Icandelo lee-akhawunti le-*DFA* lifumana zonke iifom zamabango zekota kwi-*EduInfoSearch* yaye linoxanduva lokurekhoda iinkcukacha kwirejista. (b) Kwiphekhi nganye kuqwalaselwa ukuchaneka nokugqibelela kwesicelo kunye namaxwebhu ahamba nesicelo. (c) Isishwankathelo semeko yolawulo lwezemali olusemgangathweni sazo zonke izikolo masikhutshwe kwi-*EduInfoSearch* ukuqinisekisa ukuba isikolo sinesimo semali esifanelekileyo phambi kokuba kugunyaziswe intlawulo. (d) Ifom yokufaka ibango yekota neshedyuli yokwenziwa kwentlawulo yesikolo mayigunyaziswe kuphela xa imeko yolawulo lwezemali isemgangathweni ofanelekileyo ngelo xesha. (e) ICandelo le-*DFA* malazise uSekela Mlawuli weeNkonzo zeZiko kunye nenqununu yesikolo apho imeko yolawulo lwezemali ingekho mgangathweni yaye lazise ukuba iya kubanjwa intlawulo ngenxa yokuba imeko yolawulo lwezemali ingekho mgangathweni. (f) Makuqwalaselwe onke amabango azaliswe ngokupheleleyo alungiselelwe ukuhlawulwa ngeSistim i-*BAS*. (g) ICandelo le-*DFA* liya kukwazisa izikolo ngembalelwano malunga nentlawulo eyenziweyo kunye nesishwankathelo sokubalwa kwenkxaso-mali kwiintsuku ezi-3 zomsebenzi emva kokugunyaziswa kwentlawulo.	*DFA*

Inombolo yomsebenzi	Umsebenzi	Umsetyenzana	Umntu onoxanduva lokwenza umsebenzi
IGama leNkqubo	**4. Inkqubo yokubeka esweni koku neyokunika ingxelo ligosa i-*School Finance and Records Officer* (*SFRO*) nayi-*Compliance Unit* (*CU*)**		
4.1	Umsebenzi we-*SFRO* wokubeka esweni nowokunika inkxaso kwinkqubo	(a) Inqununu yesikolo kunye ne-*SFRO* enoxanduva kufuneka baxhase i-*SGB* ekuqulunqeni ezi ngxelo zilandelayo ngokungqinelana neemfuno ezimiselweyo baze bazingenise kwisebe lemfundo. • Ingxelo yemali ephicothiweyo (yaqho ngonyaka nge-30 kaJuni) yemicimbi yemali yesikolo, ebandakanya ingeniso neendleko zasehostele, ingeniswe kwiNtloko yeSebe. • I-*Certificate of Sound Financial Management* (IsiHlomelo A) saqho ngonyaka masingeniswe ekuqaleni konyaka wezifundo. • Ingxelo i-*Bi-annual report* engeniswa kabini ngonyaka (*WCED*043) (IsiHlomelo B).	Inqununu/i-*SGB*/i-*SFRO*
		(b) I-*SFRO* kufuneka indwendwele iihostele qho ngonyaka ukubeka esweni ukuba-	I-SFRO
		(i) Zikhona yaye ziyasebenza na iinkqubo zolawulo lwangaphakathi. Ukulungiselela le njongo, i-*SFRO* iya kusebenzisa isixhobo i-*financial indicator tool* kwisiHlomelo D; kunye (ii) nokuba iinkxaso-mali zehostele ezihlawulwe esikolweni zisetyenziselwa ukubonelela ngeenkonzo kubantu abahlala ehostele nasekwenzeni iinkonzo zasehostele zemihla ngemihla ngokoMmiselo 16(6) weMimiselo yaseHostele. Oku kuya kubandakanya ukutshekishwa kokuba ingaba ezi zinto zilandelayo zibonelelwe ngokwaneleyo na ehostele ngokungqinisisa inkqubo esetyenziswayo yokuthengwa kweempahla neenkonzo. • Ukubonelelwa ngokutya;	*SFRO*

Inombolo yomsebenzi	Umsebenzi	Umsetyenzana	Umntu onoxanduva lokwenza umsebenzi
		• Izinto zokucoca; • Ulondolozo lwemihla ngemihla; • Izixhobo; kunye • Neendleko zemihla ngemihla. (c) Emva kokuba i-*SFRO* indwendwele ihostele iya kuqulunqa ingxelo eqaqmbisa imingeni eqatshelweyo kunye nezicwangciso zamanyathelo okuyilungisa ukujongana nemingeni nokungathotyelwa kwemigaqo. (d) Ingxelo iya kuxoxwa nabathathi-nxaxheba, o.k.t iNqununu, iKomiti yaseHostele, i-*CM*, iNtloko yoLawulo noKuphathwa kwamaZiko kunye namanyathelo okuyilungisa ayimfuneko nemihla esikiweyo ekufuneka kugqitywe ngayo oko. Ingxelo mayibonise ukuba ikhona nayiphi na enye inkxaso/igalelo elifunekayo elivela kwiCandelo le-*IMG* (*DIMG*) kwaNdlunkulu. (e) Ikopi yengxelo yokugqibela esayiniweyo iya kungeniswa kwi-*DIMG* ukwenzela ukuba iqwalaselwe kwakhona yaye kuthathwe inyathelo lokuyilungisa apho kuyimfuneko.	
4.2	Umsebenzi wokubeka esweni nowokunika inkxaso we-*Compliance Unit* (*CU*) kwi-ofisi yesithili	(a) I-*CU* ye-ofisi yesithili iya kubhala kwidayari (*diarise*) ize ikubeke esweni ukwamkelwa kweengxelo eziku-4.1 (a) apha ngasentla. (b) Emva koko baya kuvavanya ukuchaneka kwazo ezi ngxelo, babeke esweni ukuthotyelwa kwemigqaliselo ukuze banike ingxelo ngokuqhubekayo kwiNqununu, kwiKomiti yaseHostele, kwi-*CM* nakwi-*HMG*. Ingxelo yabo mayibonelele ngamanyathelo okulungisa le meko ayimfuneko kunye nemihla esikiweyo yaye ibonise ukuba ngaba kukho nayiphi na enye inkxaso/igalelo elifunekayo kwi-*DIMG*.	I-*Compliance Unit*

Inombolo yomsebenzi	Umsebenzi	Umsetyenzana	Umntu onoxanduva lokwenza umsebenzi
		(c) Ikopi yengxelo yokugqibela esayiniweyo iya kungeniswa kwi-*DIMG* ukuze iqwalaselwe kwakhona ukuze kusetyenziswe amanyathelo okuyilungisa le mekoapho kuyimfuneko.	
4.3	Ukudityaniswa kweendima nemisebenzi yabo bonke abathathi-nxaxheba ababandakanyekayo	(a) Isikolo nehostele nganye kufuneka zisebenzise iinkqubo zolawulo lwezemali olusemgangathweni ezizifezekisayo ezi njongo zilandelayo: (i) ukumiselwa kwamalungiselelo olawulo lwezemali afanelekileyo kunye nemigaqo yokucwangciswa kwezemali; (ii) ukugcina inkqubo ethembekileyo yolawulo lwangaphakathi, kubandakanywa nokhuseleko kubuqhophololo; (iii) ukuqinisekisa ukuba imali isetyenziselwa injongo ecetyiweyo; kunye (iv) nokuqinisekisa ukufezekiswa kweemfuno ezimiselweyo zokuphendula ngokuqhubekayo kwimiba yezemali karhulumente.	I-*SGB*/INqununu
		(b) Ii-*SGB*, iiNqununu nabasebenzi bezithili zemfundo mabaqinisekise ukuba ziyasebenza iinkqubo zolawulo lwangaphakathi ukwenzela ukuba zilubeke esweni ulawulo olusebenzayo, olunémpumelelo, nolusekuhleni lwazo zonke iimali zesikolo. I-*SASA* ngokwecandelo 16(1) no-(3) kwakunye no-16A, iwamisela ngamandla amagunya anikwa i-*SGB* nenqununu kwakunye nomgaqo wokwahlulwa-hlulwa kwamagunya njengendlela yokukhangela nokulungelelanisa iindima nemisebenzi eluxanduva lwe-*SGB* nolweNqununu ngokuqinisekisa ukuhlelwa kweendima nemisebenzi eluxanduva nokuphendula ngokuqhubekayo zecandelo ngalinye.	I-*SGB*/INqununu/ Abasebenzi beSithili abachaphazelekayo

		(c) Ezi nkqubo zilandelayo kufuneka zilandelwe ngamacandelo ahlukeneyo malunga nokuhanjiswa kweengxelo/kweeleta: (i) Zonke iingxelo/iileta zokugqibela eziqwalaselwe yi-*SFRO* ezithunyelwa ezikolweni mazikhutshelwe *(copied)* kwiyunithi echaphazelekayo ye-*CM*, *HMG* ne-*CU* ukulungiselela iinjongo zeerekhodi nokulandelela nawaphi na amanyathelo anokusebenza kwelo qumrhu *(entity)*. (ii) Zonke iingxelo/iileta zokugqibela eziqwalaselwe yi-*CU* ezithunyelwa ezikolweni mazikhutshelwe kwi-CM nakwi-*HMG* echaphazelekayo ukulungiselela iinjongo zeerekhodi nokulandelela nawaphi na amanyathelo anokusebenza kwelo qumrhu *(entity)*.	I-*SFRO* I-*CU*
		(d) Iikopi zazo zonke iingxelo zokugqibela mazithunyelwe kwi-DIMG ukuze ziqwalaselwe kwakhona yaye kwenziwe amanyathelo okuzilungisa apho kuyimfuneko.	

Uvunyiwe / Awuvunywanga.

[signature]

NGU-B WALTERS
INTLOKO YESEBE LEMFUNDO
UMHLA: 2024/11/15