Western Cape Government
Cultural Affairs and Sport

IFOMU YONYAKA YEZICELO ZENKXASO-MALI KA 2020/2021 (IFOMU A) NESICELO SOKUXHAMLA KWI-EPWP 2020/21 (IFOMU B)

Nceda uqwalasele:

- **Ezi zinkqubo ezimbini ezahlukeneyo**
- **Kufuneka uhambelane neemfuno zenkqubo nganye njengoko uluhlu lokujonga oko luqhotyoshelwe kwisicelo ngasinye**
- **Umhla wokuvalwa kokufakwa kwezicelo wezinkqubo zombini ngulwesiHlanu umhla we 6 kweyoMnga 2019 ngentsimbi yesithathu emalanga**
- **Ungafaka izicelo kuzo zombini ukuba ufanelekile.**

Iinkcukacha zoqhakamshelwano:

Imibuzo emalunga nenkxaso-mali yonyaka mayisiwe ku:
Fareedah Hunter
i-imeyile: Fareedah.Hunter@westerncape.gov.za
inombolo yoqhakamshelwano: 021 483 9699

Imibuzo emalunga nokuxhamla kwi-EPWP mayisiwe ku:
Lizahn Classen
i-imeyile: Lizahn.Claasen@westerncape.gov.za
inombolo yoqhagamshelwano: 021 483 9688

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IFOMU A: INKXASO-MALI YONYAKA

ISICELO SENKXASO-MALI YONYAKA

UNYAKA-MALI KA2020/21

Igama leQumrhu: ______________________________

Igama le-Projekthi: ______________________________

Inombolo yobhaliso ye-NPO: ______________________________

Gcwalisa isvelo sibe sinye sequmrhu ngalinye:

Phawula eyona ndawo i-projekthi yequmrhu lakho egxile kuyo:

❑ Umculo	❑ Umdlalo weqonga
❑ Ubugcisa boncwadi	❑ Ii-kraft
❑ Umdaniso	❑ Ubugcisa obuboniswayo
❑ Inkcubeko	❑ Umsitho
❑ Enye	

Igama lengingqi apho iya kuphunyezwa khona i-projekthi:

❑ E-Cape Winelands	❑ E-Eden
❑ E-Central Karoo	❑ E-Overberg
❑ KwisiXeko saseKapa	❑ E-West Coast

Nceda uqaphele: iifomu zokufaka izicelo mazingeniswe kwi-ofisi kwiSebe leMicimbi yeNkcubeko neMidlalo phambi okanye ngentsimbi yesithathu emalanga, ngolwesiHlanu umhla we 6 kweyoMnga 2019. Izicelo ezithunyelwe nge fekisi okanye i-imeyile aziyi kwamkelwa

Uncedo lufumaneka kwaba basebenzi balandelayo:

I-ofisi eyintloko yaseKapa
Fareedah Hunter
Umnxeba: 021 483 9699
i-imeyile: Fareedah.Hunter@westerncape.gov.za

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ULUHLU LOKUJONGA UKUFANELEKA KWEMFUNA ZENKXASO-MALI YONYAKA

NCEDA UQAPHELE: Nceda uqinisekise ukuba wonke amacandelo kwezi fomu zokufaka izicelo agcwalisiwe atyikitywa ngulomntu umele ukwenza njalo. Qinisekisa ukuba ungenisa wonkwe amaxwebhu afunekayo ukuze isicelo sakho siqwalaselwe. Sebenzisa olu luhlu lokujonga lulapha ngezantsi ukuqinisekisa ukuba uyahambelana nazo zonke iimfuno.

Hayi.	UMXHOLO	PHAWULA NGO X
1.	Phendula yonke imibuzo kwifomu engundoqo yokufaka izicelo ize ifomu ityikitywe.	Ewe ☐ Hayi ☐
2.	Qhoboshela eyona ngxelo-mali yakamva, ingxelo-mali ephicothiweyo okanye ingxelo-mali yakwithala lemali. *amaqumrhu amatsha ayacelwa ukuba angenise ingxelo-mali yakwithala lemali kunye namaxwebhu wabo achaza ngemali yequmrhu angenise egameni lequmrhu ukuba ngaba akukho zingxelo-mali ezikhoyo zalo.	Ewe ☐ Hayi ☐
3.	Ifomu mayityikitywe ngumphicothi obhalisiweyo wequmrhu, umcwangcisi-zimali okanye umgcini zincwadi.	Ewe ☐ Hayi ☐
4.	Isicwangciso seshishini lequmrhu okanye isindululo siqhotyoshelwe.	Ewe ☐ Hayi ☐
5.	Qhoboshela ikopi etyikityiweyo yomgaqo siseko wequmrhu okanye inqaku lokusekwa kwequmrhu.	Ewe ☐ Hayi ☐
6.	Qhoboshela ikopi yesetifikeyiti sokubhaliswa kweQumrhu (NPO/NPC).	Ewe ☐ Hayi ☐
7.	Qhoboshela ikopi yesazisi (i-ID) eqinisekisiweyo yalowo ufaka isicelo.	Ewe ☐ Hayi ☐
8.	Gcwalisa uze uqhoboshele ifomu yakwithala lemali (Bas Entity Maintenance Bank Details) ukucacisa iinkcukacha zebhanki zequmrhu. Ifomu kufanele igximfizwe lithala lemali.	Ewe ☐ Hayi ☐
9.	Qhoboshela incwadi ecacisayo ibe kwintloko-ncwadi yequmrhu, engqinayo ukuba ulawulo lwemali lwequmrhu olungafihlakalanga nolusebenza kakuhle ngendlela lunjalo kwiqumrhu futhi nenkqubo yolawulo lwangaphakathi ikhona. (le ifunwa licandelo 38(j) loMthetho woLawulo lweMali yoLuntu (i-PFMA)). Incwadi mayityikitywe ngumgcini-zincwadi okanye unongxowa wequmrhu.	Ewe ☐ Hayi ☐
10.	Qhoboshela ikopi yakamva etyikityiweyo yemizuzu yentlanganiso jikelele yonyaka.	Ewe ☐ Hayi ☐
11.	Qhoboshela uluhlu lamalungu akulawulo ngoku kunye neekopi zezazisi zabo (i-ID)	Ewe ☐ Hayi ☐

ISICELO SAKHO ASIYI KUQWALASELWA UKUBA AKUTHANGA UHAMBELANE NEEMFUNO ZONKE ZOKUNGENISA.
NCEDA QAPHELA INKXASO-MALI AYIKHO NINZI NGOKO KE UKUNGENISA ISICELO SAKHO ESIGCWELEYO NGEXESHA AKUQINISEKISI UKUBA UYA KUYIFUMANA INKXASO-MALI NAKANJANI.

1. IINKCUKACHA ZEQUMRHU

IGAMA LEQUMRHU

IDILESI YENDAWO YOKUHLALA:	
IKHOWUDI YOKUTHUMELA	

IDILESI YOKUTHUMELA:	
IKHOWUDI YOKUTHUMELA	

1.1 INOMBOLO YOMNXEBA / INOMBOLO YEFEKISI

INOMBOLO YOMNXEBA	INOMBOLO YEFEKISI

1.2 IDILESI YE-IMEYILE

1.3 UMNTU OKUQHAKAMSHELWANA NAYE NEENKCUKACHA ZOQHAKAMSHELWANO

1.3.1

Isihlonipho	Igama lokuqala	Ifani

1.3.2 Inombolo yesazisi (i-ID) Qhoboshela ikopi eqinisekisiweyo yesazisi)

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1.4 IDILESI

Ikhowudi vokuthumela	

1.5.1 Inombolo yomxeba *(ngexesha lomsebenzi)* **1.5.2 Inombolo yomnxeba** *(emva kwexesha lomsebenzi)*

1.5.3 Inombolo yeselula **1.5.4 Inombolo yefekisi**

1.5.5 Idilesi-ye-imeyile

1.6.1 Dwelisa abantu abangundoqo abazakubandakanyeka kwiqumrhu

Igama	Umthamo	Uqhakamshelwano

1.6.2 ingaba ilungu elilawulayo lake lagwetyelwa ulwaphulo-mthetho, ukuba kunjalo faka iinkcukacha

1.6.3 Ingaba awuke wafumana inkxaso-mali kwixa elingaphambili kwiSebe leMicimbi yeNkcubeko neMidlalo?

EWE	HAYI

1.7 Ukuba ngaba impendulo yakho ku 1.6.3 ngu ewe kukowuphi unyaka-mali ngoko wawufumana isibonelelo, kwakuyimali engakanani owayifumana?

UNYAKA	**R**
2016/17	
2017/18	
2018/19	
2019/20	

1.8 Bonakalisa unyaka-mali wequmrhu? ______________________

1.9 Bonakalisa umhla wentlanganiso yonyaka jikelele/intlanganiso yebhodi. ____________________________

1.10 UBALO LOMSEBENZI LEQUMRHU

Inani labasebenzi labasetyhini	**Inani labasebenzi abangamadoda**	**Inani labasebenzi abaneziphako zomzimba**

1.11 INTLOBO YEQUMRHU (Phawula ibhokisi ehambelana nawe)

❑ INkampani engenzi ngeniso (Non-profit company (NPC))	❑ I-Trust
❑ Enye (nceda ucacise)	❑ Non-profit organisation (NPO)

1.12 UMHLA OKWASEKWA NGAWO IQUMRHU

**Nceda uqhoboshele ikopi etyikityiweyo yabhalwa umhla yomgaqo siseko okanye inqaku lequmrhu lakho*

Inyanga	**Unyaka**

1.13 EZEMALI

Igama lomcwangcisi zimali obhalisiweyo / umphicothi/ umgcini-zimali

Igama nefani	

Inombolo yesazisi (i-ID)	

Inombolo yokusebenza ebhalisiweyo	

Idilesi yoqhakamshelwano	
Umnxeba	

UTYIKITYO: NGUMCWANGCISI ZIMALI OBHALISIWEYO / UMPHICOTHI/ UMGCINI-ZINCWADI

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PROVINCIAL GOVERNMENT WESTERN CAPE

BAS ENTITY MAINTENANCE
BANK DETAILS

DEPARTMENT ____________

OFFICE ____________

System User Only	
BAS Ref No.	____________
Captured By:	____________
Date Captured:	____________
Authorised By:	____________
Date Authorised:	____________

Bank Details

DETAILS OF FIRM / INSTITUTION:

Name ____________________

Address ____________________

E-mail address ____________________

Contact Person ____________ **Tel. No.** ____________

I/We ……………………………… hereby request and authorise you to pay any amounts which any accrue to me/us to the credit of my/our account with the mentioned bank.

I/We understand that the credit transfers hereby authorised will be processed by computer through a system know as the "ACB ELECTRONIC BANK TRANSFER SERVICE", and I/We also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher.(This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that a payment advice will be supplied by the Department in the normal way, and that it will indicate the date on which funds will be available in my/our account. This authority may be cancelled by me/us by giving thirty days notice by prepaid registered post.

Initials and Surname	Authorised Signature	Date dd/mm/ccyy
		/ /

Name of Bank ____________________

Name of Branch ____________________

Branch Code ____________

Account Number ____________________

Type of Account
- ☐ **Current Account**
- ☐ **Other (specify)** ……………………………………….
- ☐ **Savings Account**
- ☐ **Transmission Account**

DATE STAMP OF BANK
BANK ACCOUNT PARTICULARS
CERTIFIED AS CORRECT

FOR OFFICE USE ONLY
APPROVED BY HEAD OF OFFICE
Print Name:
Signature:
Date:

2. ISICWANGCISO SESHISHINI

Nceda uqhoboshele iinkcukacha zesicwangciso seshishini le-projekthi leyo uyifakela isicelo, qinisekisa ukuba yonke le mibuzo ilandelayo iphendulwe ngokucacileyo. Phinda uqhoboshele iinkcukacha zohlahlo lwabiwo-mali lwe-projekthi leyo uyifakela isicelo. Uluhlu ngomkhomba-ndlela, ulwazi olongezelelweyo lungaqhotyoshelwa ukuba ngaba luyahambelana nesicelo.

- Igama le-projekthi
- Chaza ngokufutshane i-projekthi yakho
- Yenzekela phi i-projekthi?
- Leliphi iqela ojongise kulo umzekelo ulutsha, abaneziphako zomzimba; abasetyhini njalonjalo?
- Yintoni iinjongo ze-projekthi ?
- Ngabaphi abanye osebenzisana nabo/ amaqabane abazakuthabatha inxaxheba kwi-projekthi?
- Ngubani oza kuxhamla kule projekthi? Chaza izibonelelo.
- Athini amaxesha eprojekthi? Kuquka umhla wokuqala kweprojekthi nomhla wokuphela kwayo; ixesha elicwangciselwe umsebenzi; iziganeko ezicwangciselwe iprojekthi kunye nolunye ulwazi olumalunga neprojekthi
- Sithini isicwangciso sokwenziwa kweprojekthi? Kuquka iinjongo ezingundoqo zeprojekthi; imihla ecwangcisiweyo yemisebenzi; apho iya kuthi imisebenzi yenzelw khona, kunye neziphumo ezilindelekile kulemisebenzi.
- Leliphi iqumrhu/ amaqumrhu ojonge ukusebenzisana nawo/ ukwenza ubuhlobo nawo?
- Ingaba lukhona ungenelelo loqeqesho olucwangcisiweyo? Ludwelise.
- Ingaba ikhosi yoqeqesho ipasisiwe?
- Bangaphi abantu ababekelwe ukuqeqeshwa ngexesha laleprojekthi?
- Bangaphi abathabathi nxaxheba abazoba ngabasetyini, mangaphi amadoda?
- Mangaphi amathuba omsebenzi avelisiweyo ngelixesha leprojekthi?
- Zithini iinkcukacha zohlahlo lwabiwo-mali lweprojekthi? Dwelisa uhlahlo lwabiwo-mali njengothotho lwezinto kunye nexabiso lento nganye.

2.1 ISICELO SOHLAHLO LWABIWO MALI LUPHELELE: R ………………………………

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3. UTYIKITYO lwenziwe ngu:

isihlonipho	Igama lokuqala	Ifani

Isikhundla kwiqumrhu	

Inombolo yesazisi (i-ID)

Tyikitya		D	D	M	M	Y	Y	Y	Y

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IFOMU B:
EPWP

I-DCAS EPWP UBUGCISA NENKCUBEKO -INKQUBO YENKXASO-MALI YOKUVULWA KWEMISEBENZI

ISebe leMicimbi yeNkcubeko neMidlalo njengenxalenye yokwandiswa kweeNkubo zeMisebenzi yoLuntu (i-Expanded Public Works Programme) limema amaqumrhu (ii-NPO's) ezibhalisiweyo ukuze afake izicelo zenkxaso-mali ukuncedisa kumathuba okuvula imisebenzi kunyaka ka 2020 no 2021. ISebe liza kunika imadlana kulowo ufanelekileyo ukuxhamla kwi-EPWP ozakufakwa kweloqumrhu.

Injongo yeNkqubo ye-EPWP kukuvulwa kwemisebenzi kwamaqela athile kwicandelo lobudlelwane loBugcisa neNkcubeko.

Ikhrayitheriya yokukhethwa nokwenza

- Amaqumrhu mawabe zinkampani ezibhalisiweyo
- Ukucwangciswa kwemali kufanele kudibane noMthetho woLawulo lweMali yoLuntu (i-Public Finance Management Act)
- Kufanele libe nomlandu omayelana nee-projekthi ezenziweyo okanye zokuhanjiswa kweenkonzo
- Ilbe nomthamo wequmrhu kunye nobuchule bobuchwephesha likwazi ukwenza i-projekthi okanye ukunikeza iinkonzo
- libe nolawulo olufanelekile nendlela yokunika ingxelo ukuze lifikelele kwiimfuno zokungena nokwenza kwi-EPWP
- likwazi ukuqinisekisa iyure ezisibhozo zokwenza umsebenzi woxhamla kwi -EPWP
- qinisekise ukuba uyakwazi ukwenza i-UIF
- iqumrhu malifaneleke malunga nenkxaso-mali yeSebe kunye nemigaqo-nkqubo yokuhanjiswa kwentlawulo.

i-khrayitheriya yokubeka abaxhamli be-EPWP kwiqumrhu lakho:

- umntu makabe nesetifikeyiti sebanga leshumi
- makube ngummi wase mzantsi Afrika onomazisi oqinisekisiweyo
- abantu kufanele babe abasebenzi/ abaqeshwanga
- abamele abafazi, iqela lolutsha nabantu abaneziphako zomzimba

Zonke izicelo mazikhatshwe ngalaxwebhu alandelayo:

- izicelo mazingeniswe ngefomu echaziweyo
- ikopi etyikityiweyo yequmrhu ye:
  (a) setifikeyti se-NPO
  (b) Charter yomgaqo siseko
  (c) ngxelo-mali yakamva ephicothiweyo

umhla wokuvala wezicelo ngulwesiHlanu umhla we 6 kweyoMnga 2019 ngo 15:00

Ngolwazi oluthe vetshe nengcaciso:

Qhakamshelana noNkosazana u-Lizahn Claasen

umnxeba: 021 4839688

i-imeyile: Lizahn.Claasen@westerncape.gov.za

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2020-2021 DCAS EPWP UBUGCISA NENKCUBEKO

Inkcukacha zesicelo zequmrhu	
Umntu omakuqhakamshelwana naye	
Inombolo yomnxeba	
Inombolo yeselula	
i-imeyile	
Idilesi yendawo yokuhlala Ikhowudi yeposi	
Iinkcukacha zebhanki	
Igama lebhanki	
Igama le akhawunti	
Inombolo ye akhawunti	
Ikhowudi yesebe (Branch)	
Iinkcukacha zomntu okuqhakamshelwana naye oza kuthabatha uxanduva labaxhamli be-EPWP	
Igama	
i-imeyile	
Umntu omakuqhakamshelwana naye	
Indawo yokusebenzela	
Indawo yokusebenzela kaMasipala	
Idilesi yendawo yokuhlala apho abaxhamli be-EPWP baya kubekwa khona	
Igama ledolophu	

<table>
<tr><td colspan="3">i-Profayile – yabaxhamli be-EPWP. Abantu abafake isicelo</td></tr>
<tr><td>Bonakalisa inani lamathuba emisebenzi ongawavula kwiqumrhu lakho. Bonakalisa inani elililo umzekelo 2</td><td>0-5</td><td>5-10</td></tr>
<tr><td rowspan="3">Bonakalisa i-profayile yokufaneleka kwamathuba omsebenzi. Bonakalisa ngamanani umzekelo 5 kumgangatho webanga leshumi

2 kumgangatho wemfundo enomsila</td><td>Ayikho kumgangatho weshumi (isetifikeyiti sebanga leshumi)</td><td>Inani labantu kumgangatho wemfundo enomsila (3-i-diploma yeminyaka emithathu okanye i-degree)</td></tr>
<tr><td></td><td></td></tr>
<tr><td colspan="2">ZIZONKE</td></tr>
<tr><td>Lulutsha olungakanani (phakathi kweminyaka eyi 18 ukuya kweyi 35)</td><td colspan="2"></td></tr>
<tr><td>Bangaphi abasegoqweni</td><td colspan="2"></td></tr>
<tr><td>Bangaphi abaneziphako zomzimba</td><td colspan="2"></td></tr>
<tr><td colspan="3">Ukubekwa kwabaxhamli be-EPWP (abantu)</td></tr>
<tr><td rowspan="5">Dwelisa iindawo zokusebenza eziyakubekwa kwiqurhu lakho

√ phawula apho kufanele</td><td>ulawulo</td><td></td></tr>
<tr><td>Imisebenzi ye-projekthi, imisitho</td><td></td></tr>
<tr><td>Ezengqesho</td><td></td></tr>
<tr><td>Umqeqeshi</td><td></td></tr>
<tr><td>Enye,</td><td></td></tr>
</table>

Uqeqesho		
Dwelisa intlobo yobuchule elizakuthi iqumrhu lakho libunikeze.	Ubuchule obuthambileyo	
	Ekuqeqeshelweni umsebenzi	
	Uqeqesho olupasisiswe	
Ikrayitheriya yokusebenza		
Isakhiwo – ingaba iqumrhu linayo idilesi yendawo yokuhlala esisigxina	Ewe	Hayi
	Idilesi	
Ukuba kunjalo dwelisa iinkcukacha zedilesi nendlela ye GPS.		
Inombolo zokubhaliswa ze-NPO okanye i-NGO		
Uqhotyoshelwe umgaqo siseko	Ewe	Hayi
Iqhotyoshelwe ingxelo-mali yakamva ephicothiweyo. Ukuba ngaba wawuke waxhaswa ngemali ngaphambili imali zika 2019-2020 ziya kufuneka	Ewe	Hayi