

Rahn Consolidated (Pty) Ltd

(Inombolo Yokubhalisa: 2015/025897/07)

Imanuwali ngokwesigaba 51 sokuKhuthaza kwe
Umthetho Wokufinyelela Olwazini, wesi-2
wezi-2000

Usuku Lokuhlenganiswa: 01/07/2021

Usuku Lokubuyekeza: 14/07/2021

English Version

Afrikaans Version



UMTHETHO WOKUKHUTHAZWA KOKUFINYELELA OLWAZINI, WESI-2 KA-2000 (UMTHETHO)

Imanuwali yeSigaba 51 ye-Rahn Consolidated (Pty) Ltd

(Inombolo yokubhalisa: 2015/025897/07)

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UMTHETHO WOKUKHUTHAZWA KOKUFINYELELA OLWAZINI, WESI-2 KA-2000 (UMTHETHO)

ISIGABA SAMA-51 IMANUAL YE-RAHN CONSOLIDATED
(PTY) LTD (INOMBOLO YOKUBHALISA: 2015/025897/07)

1. IMINININGWANE YOKUXHUMANA

Inhloko yebhizinisi:	I-ROCHE PRETORIUS	Isikhulu solwazi:	UROCHE PRETORIUS
Iphini lesikhulu solwazi:	SYBIL DOMS		
Ikheli Leposi:	P O BOX 392 STRUBENSVALLEY JOHANNESBURG 1735	Ikheli Lendawo:	7 MULBERRY GARDENS VAN VUUREN STREET CONSTANTIA KLOOF 1709
Inombolo Yocingo:	087 802 1384		
Ikheli le-imeyili:	info@rahn.co.za		
Iwebhusayithi:	www.rahn.co.za		

2. ISINGENISO

Sisebenzisa ulwazi oluqoqiwe kanye namakhono abasebenzi bethu kanye nozakwethu bamasu ukuze sinikeze imikhiqizo namasevisi ahlobene nedatha embonini yezinsizakalo zezezimali. Siqukethe izakhiwo ezintathu ezibalulekile. Kwa-Rahn Recruitment sisiza amakhasimende ethu emkhakheni wezezimali ukuthi athole abantu abafanele izindima ezifanele. E-Rahn Recruitment sisiza amakhasimende ethu emkhakheni wezezimali ukuthi athole abantu abafanele izindima ezifanele. Ochwepheshe bakwa-Rahn bamele amaqembu ethu anolwazi olunzulu futhi abantu abahlinzeka ngezinsizakalo ezikhethekile.

3. UMHLAHLANDLELA NGOKWESIGABA 10 SOMTHETHO

3.1 UMTHETHO unika umfakisicelo ukufinyelela kumarekhodi enhlangano ezimele, uma irekhodi lidingeka ukuze kusetshenziswe noma kuvikelwe noma yimaphi amalungelo. Nangabe umtimba wahulumende ufaka sicelo, umtimba wahulumende kumele usebente gekuzuzisa sive.

3.2 Izicelo ngokoMthetho woMthetho ziyokwenziwa ngokuhambisana nezinqubo ezinqunyiwe, ngamarates anikeziwe. Amafomu kanye nentela kubhekwana nayo esigabeni sama-53 no-54 soMthetho.

3.3 Abafake izicelo badluliselwa kuMhlahlandlela ngokweSigaba 10 ohlanganiswe yiKhomishana Yamalungelo Esintu YaseNingizimu Afrika, ozoqukatha ulwazi ngezinjongo zokusebenzisa Amalungelo OMthethosisekelo. Umhlahlandlela uyatholakala kwa-SAHRC. Imininingwane yokuxhumana yeKhomishini yilena:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: (+27)11 877 3600

Fax Number: (+27)11 403 0625

Website: www.sahrc.org.za

4. UKUHLANGANISWA KWESICELO SOKUFINYELELA ULWAZI

Ulwazi olungatholakali kalula njengoba kushiwo kule ncwadi, lungacelwa ngokuhambisana nenqubo ebekwe ngokoMthetho. Amakhophi amafomu anqunyiwe okufanele agcwaliswe ukuze kuthunyelwe isicelo, ayatholakala kwa- **Rahn Consolidated (Pty) Ltd, www.rahnc.co.za.**

5. ULWAZI OLUTHOLAKALA NGOKWEMINYE YEMITHETHO ESEBENZAYO

- Banks Act 94 ka-1990
- Basic Conditions of Employment Act 75 ka-1997
- Umthetho 53 ka-2003 Wokuhlonyiswa Kwabamnyama Kwezomnotho
- Businesses Act, 71 of 1991
- Umthetho wama-Co-operative Banks Act 40 ka-2007
- Isinxephezelo Sokulimala Emsebenzini Nezifo Zezempilo Umthetho 130 ka-1993 • Umthetho Wezikweletu Kazwelonke 34 ka-2005
- Umthetho Wezempilo Nokuphepha Emsebenzini ongunombolo 85 ka-1993
- Umthetho Wokukhuthaza Ukutholakala Kolwazi 2 ka-2000
- Umthetho Wokuvikelwa Kwamabhizinisi 99 ka-1978
- Umthetho Wokuvikelwa Kolwazi Lomuntu Siqu 4 wezi-2013
- Umthetho Wokuphathwa Kwentela wama-28 ka-2011
- Umthetho Womshuwalense Wokungaqashwa wama-63 wezi-2001
- IValue Added Tax Act 89 ka-1991

6. ULWAZI LUYATHOLAKALA NGOKUZENZAKALELAYO

- Amapheshana \ Izincwajana
- Amaphosta
- Uhlu lwamanani
- Imibiko
- Izinto Zokumaketha Nezokukhangisa
- www.rahnc.co.za

7. ULWAZI OLUTHOLAKALA NGOKWEMIBANDELA YOMTHETHO - NGESICELO

Amarekhodi Ebhizinisi Asemthethweni

- Isitifiketi Sokungeniswa
- Isitifiketi Sokuqala Ibhizinisi
- Irejista Yabaqondisi Ababekhona
- Imemorandamu Yokubandakanywa
- Amaminithi Emihlangano Yabanamasheya
- Amaminithi Abaqondisi Imihlangano
- Irejista yabaqondisi kanye nezikhulu

- Irejista yabaqondisi Ukuba namasheya
- Izinqumo
- Izivumelwano zabaninimasheya
- Izivumelwano Zokubambisana
- Izincwadi zamaminithi
- Izinqumo Eziphasiswa Emihlanganweni

Amarekhodi Amabhuku

- Izitatimende zezimali zonyaka namaphepha okusebenza
- Ileja jikelele
- Amaleja angaphansi (okutholwayo, okukhokhelwayo, njll.)
- Izitatimende zasebhangeni, izincwadi zamasheke, amasheke
- Izitatimende zekhasimende kanye nabaphakeli nama-invoyisi
- Iziliphu zediphozithi
- Izincwadi zemali nezincwadi zemali ezincane
- Irejista yempahla engashintshi
- Izimbuyiselo zentela kanye nokuhlola
- Izimbuyiselo ze-VAT
- Izivumelwano zokuqashisa noma zokudayiswa kwezitolimende
- Izabelomali nezinhlelo zebhizinisi
- Amarekhodi omshwalense
- Amarekhodi okutshalwa kwezimali
- Imibiko yomcwaningi mabhuku
- Imibhalo yezinhlelo
- Ukubuyekezwa kwabaphathi
- Izivumelwano zezikweletu

Ukusabalalisa kanye Nezokuthutha

- Izimvume namalayisensi

Imvelo, Impilo Nokuphepha

- Izimvume, amalayisensi, ukugunyazwa nokubhaliswa kokusebenza kwamasayithi nebhizinisi
- Izinhlelo zokuphatha ukuphepha, idatha kanye nokucwaninga

Isakhiwo Esigxilile

- Izinhlelo zokwakha
- Ukuqashisa
- Amabhondi ezindlu ezibolekwayo noma ezinye izingqinamba
- Amatayitela

Ukwaziswa kwesimanje

- Izivumelwano
- Amandla nokusetshenziswa kwezinhlelo zamanje
- Isizindalwazi samaklayenti
- Ukuthola kabusha inhlekelele
- Izingxenyekezi zekhompuyutha

- I-inthanethi
- Amalaysense
- Ukusekelwa kwezinhlelo, ukuhlela nokuthuthukiswa
- Ukufakwa kwe-LAN
- Amasistimu okusebenza
- Amaphakheji esofthiwe
- Imishini yokushintshisana ngocingo
- Olayini befone, olayini abaqashiwe kanye nemigqa yedatha

Umshwalense

- Amarekhodi esimangalo
- Imininingwane yezinkampani ezisebenza kuzo, imikhawulo kanye nemishwalense
- Izinqubomgomo zomshwalense

Okwenziwe ngenqondo

- Izivumelwano eziphathelele nempahla yengqondo
- Amalungelo okushicilela
- Imiklamo, izimpawu zokuhweba, amagama okuhweba namagama avikelwe

Ezomthetho, Izivumelwano Nezinkontileka

- Izivumelwano nosonkontileka, abahlinzeki kanye namakhasimende
- Izivumelwano namakhasimende
- Izivumelwano nabaninimasheya, izikhulu noma abaqondisi
- Izikhalazo, ukunxusa, izifinyezo kanye neminye imibhalo ephathelele nokumangalelwa kwangempela, okusalindile noma okusatshiswayo, ukulamula noma uphenyo.
- Izivumelwano zama-Joint venture, izivumelwano zokubambisana, ukubamba iqhaza, i-franchise, co-marketing, co-promotion noma ezinye izivumelwano zomfelandawonye
- Izivumelwano zezinto ezibonakalayo eziphathelele nokuhlinzekwa kwezinsizakalo noma izinto zokwakha
- Izinkontileka, okuhlanganisa izivumelwano zokuqashisa nezivumelwano zezimali
- Izivumelwano zokuthengisa
- Izivumelwano zokukhokhelana
- Izivumelwano zewaranti

Amarekhodi Abasebenzi

- Irejista yababekhona
- Izivumelwano ezihlangene
- Amarekhodi okuqondiswa kwezigwegwe
- Amarekhodi okuhlola kanye nokusebenza kwabasebenzi
- Amarekhodi olwazi lwabasebenzi
- Izicelo zokuqashwa
- Izinkontileka zokuqashwa
- Uhlelo lokuqashwa ngokulingana
- Amarekhodi ezempilo nokuphepha
- Izitifiketi ze-IRP 5 kanye ne-IT 3
- Idizayini yenhlangano
- Iholo

- Ifayela Labasebenzi
- Izinqubomgomo nezinqubo
- Irejista yamaholo namaholo
- Iziliphu zemiholo namakhadi omholo
- Izintela zabasebenzi
- Amarekhodi esikhathi
- Ukuqeqeshwa nokuthuthukiswa
- Izimbuyiselo ze-UIF, PAYE kanye ne-SDL
- Imibhalo Yesinxephezelo Sabasebenzi

Ukuthengisa Nokumaketha

- Izincwajana, izincwadi zezindaba kanye nezinto zokumaketha
- Amakhasimende
- Ukukhishwa kwemidiya
- Imikhiqizo
- Izinqubomgomo nezinqubo zobudlelwano bomphakathi
- Ukuthengisa
- Ulwazi lwesevisi nomkhiqizo

8. JIKELELE

N/A

9. IZINKQUBO ZOKUCELA

Umuntu ofuna ukufinyelela kumarekhodi kufanele agcwalise amafomu esicelo adingekayo atholakala emahhovisi akwa-Rahn Consolidated (Pty) Ltd, noma angatholakala ku-www.justice.gov.za/inforeg. Ifomu lesicelo eligcwalisiwe kufanele lithunyelwe ekhelini noma enombolweni yefeksi ehlinzekwe kuleli bhukwana futhi limakwe ukuze liqaphele Isikhulu Esibhekele Ulwazi.

Sicela unikeze imininingwane eyanele ukuze inkampani ikwazi ukuhlonza:

a.Amarekhodi aceliwe b.Ofake isicelo (futhi uma i-ejenti ifaka isicelo, ubufakazi begunya) c.Indlela yokufinyelela edingekayo d.Ikheli leposi noma inombolo yefeksi yomfakasicelo eRiphabhulikhi e.Uma ofake isicelo ufisa ukwaziswa ngesinqumo nganoma iyiphi indlela (ngaphezu kokubhaliwe) indlela kanye nemininingwane yaso f. Ilungelo umfakasicelo afuna ukulisebenzisa noma ukulivikela ngencazelo yesizathu esenza irekhodi lidingekile ukuba alisebenzise noma alivikele. ilungelo.

10. IZIMALI EZISHIWO

- Umfakisiselo kudingeka akhokhe izimali ezinqunyiwe ngaphambi kokuba isicelo sicutshungulwe;
- Uma ukulungiswa kwerekhodi eliceliwe kudinga isikhathi esingaphezu kwamahora anqunyiwe (ayisithupha), idiphozithi iyokhokhwa (engekho ngaphezu kokukodwa kokuthathu kwemali yokufinyelela ebizokhokhwa uma isicelo samukelwe);
- Umfakisiselo angafaka isicelo enkantolo ngokumelene nethenda/ukukhokha imali yesicelo kanye/noma idiphozithi.
- Amarekhodi angase abanjwe kuze kube izindleko sezikhokhiwe.
- Uhlaka lwezimali ezikhokhwayo luyatholakala kusizindalwazi se-SOUTH AFRICAN HUMAN RIGHTS COMMISSION ethi: www.sahrc.org.za nanjengesithasiselo sale manuwali.

11. UKUVIKELELWA KOLWAZI LOMUNTU OKUSENZIWAYO

INKAMPANI izibophezele ekuvikeleni ubumfihlo bolwazi lomuntu siqu lwezihloko zethu zedatha. Ulwazi owabelana nathi njengesihloko sedatha lisivumela ukuthi sikunikeze ulwazi olungcono kakhulu ngemikhiqizo namasevisi wethu, noma njengombambiqhaza.

INKAMPANI inezinqubomgomo nezinqubo ezizinikele zokuvikela lonke ulwazi lomuntu siqu oluqoqwe futhi lwacutshungulwa yithi. Sicela ufunde ngezansi ukuze uthole ulwazi olwengeziwe mayelana nendlela esiqoqa ngayo, silucubungula, silusebenzisa futhi sidalula kanjani ulwazi lomuntu siqu.

11.1 Injongo yokucutshungulwa kolwazi lomuntu siqu

Sicubungula ulwazi lomuntu siqu ngezizathu ezihlukahlukene, kuhlenganisa kodwa kungacini kulokhu okulandelayo:

- Ukuphatha ulwazi, imikhiqizo kanye/noma amasevisi acelwe izihloko zedatha
- Ukusisiza sihlonze izihloko zedatha lapho zisithinta
- Phatha amakhasimende
- Ukugcina amarekhodi ekhasimende
- Izinjongo zokuqasha
- Izinjongo zokuqashwa
- Izinjongo zokuqeqesha
- Ukuphatha jikelele
- Izinjongo zezimali nezentela
- Izinjongo zomthetho noma zenkontileka
- Izinjongo zempilo nokuphepha
- Ukuqapha ukufinyelela, ukuvikela nokuphatha izakhiwo nezinsiza zethu
- Ukusebenzisana nabaphakeli bethu
- Ukuthuthukisa ikhwalithi yemikhiqizo namasevisi ethu
- Ukusisiza ukuthi sithole futhi sigweme ukukhwabanisa nokushumbiswa kwemali ngaphansi kwe-FICA
- Ukusisiza ukuthi sibuyise izikweletu
- Izinjongo zokumaketha
- Ukuxhumana nomphakathi

11.2 Izigaba zezihloko zedatha nolwazi lomuntu siqu olucutshunguliwe

Abalingani bebhizinisi	ikheli le-imeyili Inombolo ye-ID Ikheli lendawo Inombolo yocingo
Amakhasimende	ikheli le-imeyili Inombolo ye-ID Ikheli lendawo Inombolo yocingo
Abasebenzi	Ubudala Umbala Umlando wezemfundo ikheli le-imeyili Umlando Wokusebenza Ubulili Inombolo ye-ID Isimo sakho somshado Ikheli lendawo Umjaho Ucansi Inombolo yocingo
Izinkampani zamaqembu	ikheli le-imeyili Inombolo ye-ID Ikheli lendawo Inombolo yocingo
Isisebenzi esilindelekile	Ubudala Umbala Umlando wezemfundo ikheli le-imeyili Umlando Wokusebenza Ubulili Inombolo ye-ID Isimo sakho somshado Ikheli lendawo Umjaho Ucansi Inombolo yocingo
Abahlinzeki	ikheli le-imeyili Inombolo ye-ID Ikheli lendawo Inombolo yocingo
Izivakashi (Walk	in) - ikheli le-imeyili in) - inombolo ye-ID in) - Ikheli lendawo in) - Inombolo yocingo

11.3 Abamukeli okwabelwa nabo ulwazi lomuntu siqu

Ekucubunguleni ulwazi lwakho lomuntu siqu, singase sabelane ngalo phakathi kweqembu lezinkampani noma nabanye abantu besithathu.

Lokhu kufaka phakathi kodwa akukhawulelwe kokuthi:

- Iziphathimandla ezisemthethweni
- Iziphathimandla zentela
- Imizimba yezimboni
- Osonkontileka, abathengisi, noma abahlinzeki
- Amaphrosesa okukhokha
- Amathuluzi okuphatha ama-imeyili nokusabalalisa
- Abahlinzeki bokucina idatha
- Abasingathi beseva
- Izinkampani zamaqembu
- Ama-ejenti
- Abahlinzeki besevisi

11.4 Izinyathelo zokuphepha ezisetshenziswayo ukuze kuvikelwe ulwazi lomuntu siqu

Sihlonze ubungozi bethu bokuphepha kulwazi lomuntu siqu esilucubungulayo ngokuhambisana noMthetho Wokuvikela Ulwazi Lomuntu Siqu, futhi sisebenzise izinyathelo ezihlukahlukene zokuphepha ukuze siqinisekise ukuvikelwa okunengqondo engcupheni yokulahlekelwa, ukusetshenziswa kabi, ukufinyelela okungagunyaziwe nokudalulwa, ukuguqulwa nokucekelwa phansi kwempahla. ulwazi lomuntu siqu.

Siphinde sithathe izinyathelo zokuqinisekisa ukuthi o-opharetha abacubungula imininingwane yomuntu siqu egameni lenkampani basebenzisa izivikelo ezanele njengoba zivezwe ngenhla.

11.5 Ukugeleza kwemingcele yolwazi lomuntu siqu

Singase sidlulisele, futhi sigcine ulwazi lomuntu siqu esiluoqayo ngawe, kwamanye amazwe ngaphandle kweNingizimu Afrika, uma ukuthengiselana kwebhizinisi noma isimo sidinga ukucutshungulwa kwemingcele. Lawa mazwe angase angabi nayo imithetho yokuvikela idatha efana neyaseNingizimu Afrika, futhi kulokhu, sizodlulisela ulwazi kuphela uma sinemvume evela kuwe, noma luyadingeka ukuze kwenziwe noma kuphothulwe isivumelwano phakathi kwethu.

11.6 Ulwazi lomuntu siqu olutholwe kubantu besithathu

Uma sithola ulwazi lomuntu siqu oluvela komunye umuntu egameni lesihloko sedatha, sidinga isiqinisekiso sokuthi ubhale imvume evela esihlokwani sedatha sokuthi uyakwazi okuqukethwe yile manuwali ye-PAIA kanye neNqubomgomo Yobumfihlo, futhi abanakho ukuphikisa. ekucubunguleni ulwazi lwabo ngokuvumelana nale nqubomgomo.

Lapho ulwazi lwabantu besithathu lunikezwa isihloko sedatha, noma umuntu wesithathu enikeza ulwazi ngesihloko sedatha, lolo lwazi lungabhekwa nolunye ulwazi lomuntu siqu.

11.7 Ukuphulwa Kwedatha

Lapho kunezizathu ezizwakalayo zokukholelwa ukuthi ulwazi lomuntu siqu lwesihloko sedatha lufinyelelwe noma lwitholwa yinoma yimuphi umuntu ongagunyaziwe, i-RAHN CONSOLIDATED (PTY) LTD izokwazisa:

a) uMlawuli; kanye b) nesihloko sedatha, ngaphandle uma ubunikazi baleyo datha yedatha bungenakutholakala.

Isaziso sizokwenziwa ngokushesha ngangokunokwenzeka ngemva kokutholwa kokuvumelana, kucatshangelwa izidingo ezisemthethweni zomthetho noma yiziphi izinyathelo ezidingekayo ukuze kunqunywe ububanzi bokuvumelana.

kanye nokubuyisela ubuqotho bohlelo lolwazi lweqembu elinomthwalo wemfanelo.

12. UKUTHOLAKALA KWENCWADI

Amakhophi ale manuwali ayatholakala ukuze ahlolwe, mahhala, emahhovisi e-Rahn Consolidated (Pty) Ltd, kwaKhomishana Yamalungelo Abantu yaseNingizimu Afrika naku: www.rahnc.co.za.

