



HAY'ADDA DHOWRISTA XOGTA

Dowladha Federal ka Soomaaliya
Xafiiska DATA CARE

GALKA QABASHADA CABASHADA

Xasuusin:

Cabashooyinka aan dhammeystirneyn, dhan walba, waxa ay keeni karaan in cabashadaada **lalaalo**. Si aad taasi uga hor tagtid:

1. Mar walba foomka cabashada u buuxi si **dhammeystiran, sugar, lana fahmi karo**.
2. Ha iloobin inaad ku lifaaqdid **dhammaan caddeymaha** xoojin karo cabashadaada.
3. Gudbi **hal foom cabasho**
4. Nala wadaag **aqoonsi dowladeed** sida:
 - Baasaboor
 - Kaarka aqoonsiga qaranka
 - Warqadda dhalashada iyo sugnaanta
 - Warqadda Danbi-la'aanta (CID)

Ogaysiiska Asturnaanta (Qarsoodiga): Waxaan kaa aruuriyayaa macluumaadkaaga shakhsiga ah marka aad cabasho/cabashooyin inoogu soo gudbisid si fool-ka-fool (Manual) ama elektaroonik (Electronic), sida: *Magacaaga oo dhammeystiran, Ciwaanka guriga, E-mailkaaga, Lambarka taleefanka, Macluumaadkaaga aqoonsi (ID)*.

Adeegsiga: Macluumaadka shakhsiga ah ee lagaa aruuriyey, waxaa kaliya loo isticmaali doonaa dokumentiyeynta iyo habeynta cabasho/cabashooyinkaaga ee gudaha Hay'adda Dhowrista Xogta, marka ay habboon tahay. Waxaa kale oo aan ku taageeri doonaa hay'ad/hay'ado kale oo dowladeed kuwaas oo awood shariyeed u heysta qabashada galka cabashada.

Halbeegga dhowrista: Kaliya shaksiyaadka hay'adda ee la oggol yahay ayaa heli kara macluumaadka shaqsiyeed, waxaana la isku dhaafsanayaa qaab koobi iyo email. DPA waxay xogta shakhsiga ah heyn doontaa muddada lagamamaarmaanka u ah gaarista ujeeddada.

1. Ma waxaad cabanaysaa adiga oo ah:

A. Qofka Xogta leh

Macluumaadka cabashada		
Magaca dhammeystiran:		
Magaalada/Degmada:		
Ciwaanka Email-ka		
Taleefan Lambarka:		
Ciwaanka dhameystiran:		
Jinsiga	<input type="checkbox"/> Dhedig	<input type="checkbox"/> Lab

B. Wakiil sharci oo matelaya qofka xogta leh:

Fadlan buuxi qeybtan haddii cabashada uu soo gudbinaayo wakiil sharci oo ku hadlaya magaca Qofka Xogta Leh

Qiraal

Magaca: _____

Lambarka Leesinka: _____

Warqadda qareenka: _____

C. Wakiil loo igmaday xogta shakhsiga:

Fadlan buuxi qeybtan haddii cabashada ay soo gudbinayaan wakiil loo igmaday, kuna hadlaya magaca Qofka Xogta leh:

Magaca: _____

Aqoonsiga (ID): _____

Xiriirka kala dhaxeeya qofka xogta leh: _____

2. Ma siisay oggolaansho dhammeystiran kontoroolaha/adeegsadaha xogta, inay xogtaada shakhsiga u adeegsadaan si sharciga waafaqsan?

- HAA**
- MAYA**

3. Ma isku dayday inaad la xiriirto shirkadda ama shakhsiyadka aad ka cabanayso, si ay xal u keenaan?

- Haddii ay **HAA** tahay, fadlan keen lifaaqa caddeynta xiriirka
- Haddii ay **MAYA** tahay, fadlan sharaxaad ka bixi sababta

4. Faahfaahinta shirkadda/shakhsiga ay cabashadaadu ku socoto

Magaca Shirkadda/Shakhsiga:

Ciwaanka Shirkadda/Shakhsiga:

Taleefan lambarka Shirkadda/Shakhsiga:

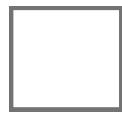
Iimeylka Shirkadda/Shakhsiga:

Xariirka adiga iyo Shirkadda/Shakhsiga:

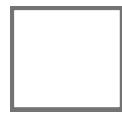
EEDAYMAHA: Macluumaadka shakhsiga ah ee la adeegsaday: (Tix macluumaadka shakhsiga ah ee la adeegsaday. Tusaale: magaca, da'da, ciwaanka guriga, xaaladda guurka, email-ka, iwm)

1. _____
2. _____
3. _____
4. _____
5. _____

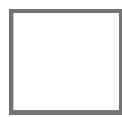
5. Cabashadaadu ma waxay ku saabsan tahay xogtaada shakhsiga ah?



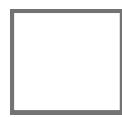
Shaacinta iyo suuq-geynta
tooska ee xogtaada shakhsiga,
ayada oo aan sharci loo heysan



Shirkad/shakhsii oo aan si
daahfuran u adeegsan xogtaada
shakhsiga



Shirkad/shakhsii oo haysta xog
shaqsiyed taas oo aan
sugneen/sax aheyn



Shirkad/shakhsii oo aan
dhaqangalin xuquuqdaada ee in
xogtaada shakhsiga rari kartid.



Shirkad/Shakhsii ku guuldarraystay in
ay ka jawaabaan codsiga helitaanka
xogtaada shakhsiga



Shirkad/shakhsii oo xogtaada
shakhsiga ah la wadaagay dhinac
saddexaad (third party)

Goorta iyo taariikhda shilka:

Taariikhda:

 /

Wakhtiga:

Goobta Shilka:

6. Faahfaahinta cabashada:

Fadlan sharax oo bixi faahfaahinta cabashada, intii suurtagal ah oo faahfaahin dheeri ah. Gaar ahaan, fadlan hubi inaad aqoonsato arrimaha gaarka ah ee dhownista xogta taas oo aad ku doonaysid in cabashadaadu soo bandhigto, si ay uga caawiso Guddiga Macluumaadka ee qiimeynta tabashadaada.

Ku-Lifaaqidda dukumiintiyada xoojinaayo: (Fadlan si la aqoonsan karo u liis garee dhammaan dukumiintiyada,)

Muhium: *Ku guuldareysiga ku lifaaqidda dukumiintiyada xoojinaya cabashada, waxa ay keeni karaan in si toos ah loo diido cabashada.*

1. _____
2. _____
3. _____
4. _____
5. _____

CADDAYN:

Waxaan halkan ka caddeynayaa in maclumaadka ku qoran warqaddaan uu yahay mid sax ah oo sugaran.

Magaca: _____

Jagada: _____

Saxiixa: _____

Taariikhda: ____ / ____ / ____

Cabashadda waxaa qabtay: (*U Gaar ah Xafiiska DCO*)

Taariikhda qabashada: _____

Lambarka tixraaca: _____

Waaxda u adeegtay: _____

Shaqaalaha u adeegay: _____

Gargaarka hore ee cabashada: _____

Taariikhda: ____ / ____ / ____

Saxiixa _____