



CHANGE OF PERSONAL INFORMATION

PURPOSE

The purpose of this policy is to ensure that all MHR Panel Members update their personal information when necessary.

SCOPE

This policy applies to: MHR Panel Members
MHR Office Personnel

DEFINITIONS

Term	Definition
Panel Members	MHR staff member

POLICY STATEMENT

- Personal information must be updated on a regular basis to ensure accuracy and quality client service.

PROCEDURE

Step	Action
1	Contact the nearest MHR office for any changes in the following personal details: <ul style="list-style-type: none"> Home and work contact numbers, including cell numbers Residential or postal address Marital status (proof needs to be provided, certified copy, as well as new SANC receipt) Additional Qualifications (proof needs to be provided, certified copy)
2	Complete relevant documentation at the nearest MHR office for any changes in the following: <ul style="list-style-type: none"> Bank details (Proof of new account must be included in the form of a letter from the bank or a bank statement) Tax status

ASSOCIATED DOCUMENTS

Title	Location/Number
Application form	MHR
Authority / request for salary deposit	MHR
Leave and Personal tax	MHR
