



## CHANGE OF PERSONAL INFORMATION

### PURPOSE

The purpose of this policy is to ensure that all MHR panel members update their personal information when their personal information changes.

### SCOPE

This policy applies to:

- MHR Panel Members
- MHR Office Personnel

### DEFINITIONS

Term	Definition
MHRM	MHR Management system
Panel Member	Successful candidate registered with MHR
SANC	South African Nursing Council
SANC APC	SANC Annual Practising Certificate/SANC licence receipt

### POLICY STATEMENT

Panel members' personal information must be updated when changed to ensure accurate information is displayed on MHRM which enhances the quality service offered to clients.

### PROCEDURE

Step	Action
1	<p><b>Panel member to contact the nearest MHR office to confirm changes in the following and to complete a “Change of personal information” form:</b></p> <ul style="list-style-type: none"> <li>• Residential or postal address.</li> <li>• Marital status (An original certified copy of marriage certificate needs to be submitted as proof, as well as an original certified copy of SANC APC).</li> <li>• Additional qualifications (Original certified copies of qualifications need to be submitted as proof).</li> </ul>
2	<p><b>Panel member is required to complete relevant documentation at the nearest MHR office to confirm changes in the following:</b></p> <ul style="list-style-type: none"> <li>• <b>Banking details</b> - Complete a “Confirmation of banking details and payment option” form and submit the following proof of banking details: <ul style="list-style-type: none"> <li>○ Original stamped bank statement <b>OR</b></li> <li>○ Stamped letter from the bank confirming banking details <b>OR</b></li> <li>○ Cancelled cheque</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Tax status</b> - Complete a <i>“Leave and Personal Tax”</i> form indicating the correct tax option.</li> <li>• <b>Leave status</b> - Complete a <i>“Leave and Personal Tax”</i> form indicating the correct leave option.</li> </ul>
<b>3</b>	<b>Weekly bank changes reports</b> (Checked and signed by MHR Branch Manager /Assistant Branch Manager) must be kept on file for at least <b>3 (three) years</b> .

### ASSOCIATED DOCUMENTS

Document	Location
Confirmation of banking details and payment option	MHR Secured docs
Leave and Personal Tax	MHR Secured docs
Change of personal information form	MHR Secured docs
VL014 Bank changes in last 7 days report	Distributed by MHR Pay Office