



CHANGE OF PERSONAL INFORMATION (MHR PANEL MEMBERS)

PURPOSE

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

SCOPE

This policy applies to:

- MHR Panel Members

DEFINITIONS

Term	Definition
Panel Member	A successful candidate registered with MHR
SANC	South African Nursing Council
SANC APC	SANC Annual Practising Certificate/SANC licence receipt

POLICY STATEMENT

- MHR panel members' personal information must be updated when changed to ensure accurate information is displayed on MHR's system, as this enhances the quality of service MHR offers to clients.
- MHR panel members to inform their local MHR office or contact/email the relevant MHR regions' admin office if their personal information specified in this policy changes:
 - **MHR Central Region (*Free State, KwaZulu-Natal and Northern Cape*):**
Email: admin.central@mhr.co.za | **Tel:** 051 411 4111
 - **MHR Northern Region (*Johannesburg, Vaal Triangle and Mpumalanga*):**
Email: admin.north@mhr.co.za | **Tel:** 012 440 7688
 - **MHR Tshwane Region (*Brits, Pretoria and Limpopo*):**
Email: admin.north@mhr.co.za | **Tel:** 012 440 7688
 - **MHR Western Cape Region (*Western and Southern Cape locations*):**
Email: admin.wc@mhr.co.za | **Tel:** 021 943 6200 / 021 943 6226

PROCEDURES

1. BANKING DETAILS CHANGES

Panel members must inform MHR if their banking details have changed and submit a completed '**MHR Confirmation of banking details and payment option**' form.

NB: Note that it will take 2 (two) working days for MHR to change banking details upon receipt of a completed '**Confirmation of banking details and payment option**' form. Therefore please inform MHR promptly of changes to banking details.

2. EMPLOYMENT STATUS/TAX CHANGES

Panel members must inform MHR if they are no longer moonlighters (permanently employed elsewhere) or have become permanent employees, and they must complete an '**MHR Leave and personal tax**' form indicating the correct tax option. The correct tax status assists MHR in deducting the correct tax from panel members' earnings.

3. SURNAME OR MARITAL STATUS CHANGES

Panel members must submit the following documents to the relevant MHR region's admin office:

- **Surname change:** Certified copy of ID/proof from the Department of Home Affairs. Nursing panel member should also submit a certified copy of their SANC APC if they changed their surname at SANC.
- **Marital status change:** Marriage or divorce certificate.

4. RESIDENTIAL AND POSTAL ADDRESS CHANGES

Panel members must inform MHR if their Residential or Postal Address has changed and complete an '**MHR Change of personal information**' form.

5. EMAIL ADDRESS AND CONTACT NUMBER CHANGES

Panel members must inform MHR if their email address or contact number has changed.

6. ADDITIONAL QUALIFICATIONS

Panel members must submit certified copies of additional qualifications awarded to them during their registration with MHR.

ASSOCIATED DOCUMENTS

Documents/Policies	Location
Change of Personal Information form	MHR Office
Change of Personal Information (MHR Office) Policy	MHR Office
MHR Confirmation of banking details and payment option form	MHR Office
MHR Leave and Personal Tax form	MHR Office