

Circular 8/2023

**TO: NATIONAL DEPARTMENT OF HEALTH
PROVINCIAL DEPARTMENTS OF HEALTH
NURSING EDUCATION INSTITUTIONS
ALL RELEVANT STAKEHOLDERS**

SUBJECT: INTRODUCTION OF COURIER SERVICES FOR DELIVERY OF ANNUAL PRACTISING CERTIFICATES


1. PURPOSE

- 1.1. To inform the National Department of Health, Provincial Departments of Health, Nursing Education Institutions (NEIs) and other relevant stakeholders regarding the following:
 - 1.1.1 The SANC will provide an option to Nurse Practitioners who **individually pay** annual fees via the bank to deliver their **2024 Annual Practising Certificates** by courier services at their own cost, starting from 01 September 2023.
 - 1.1.2 The SANC is also embarking on a campaign for Nurse Practitioners to update their personal details to ensure we have recent and correct delivery addresses in our database which will assist with obtaining a higher rate of successful deliveries.

2. BACKGROUND

- 2.1 Section 36 (2) of the Nursing Act, 2005 (Act No. 33 of 2005) stipulates that a certificate of registration is proof of registration for a period of one year after its date and thereafter an Annual Practising Certificate, issued upon payment of the prescribed annual fee and the submission of such information as may be required by the Council to keep accurate statistics on human resources in Nursing, is proof of registration in absence of any credible evidence to the contrary.
- 2.2. Annual Practising Certificates are currently sent to Nurse Practitioners who **individually pay** their annual fees by using ordinary mail via the Post Office.
- 2.3. The SANC has been inundated with complaints from Nurse Practitioners for not receiving their Annual Practising Certificates on time. In some instances, these are never received by the Nurse Practitioners.

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3. UPDATE OF PERSONAL DETAILS

3.1 Obtaining Nurse Practitioners' recent physical addresses and contact details is essential for the successful delivery of Annual Practising Certificates and the SANC therefore request Nurse Practitioners to update their personal details by following the process below:

Step 1: Go to the SANC website: (www.sanc.co.za)

Step 2: On the home page, Go to QUICK LINKS (top, right of the page)

Step 3: Click on: DOWNLOADABLE FORMS

Step 4: Select the form: UPDATE OF CONTACT DETAILS FORM

Step 5: Complete the online form

Step 6: Click on: SEND.

3.2 It is important to note that the Nurse Practitioners should update their personal details **before making their annual fees payment** to ensure that their Annual Practising Certificate is delivered to the correct address.

4. DELIVERY PROCESS AND REQUIREMENTS

4.1 ANNUAL PRACTISING CERTIFICATES

4.1.1 Annual Practising Certificates are usually sent using the South African Post Office (SAPO), thus via ordinary mail. However, noting the challenges with SAPO, the SANC will now offer an option to deliver Annual Practising Certificates via courier services at an extra cost to Nurse Practitioners who pay annual fees on their own.

IMPORTANT NOTE: This excludes those who are paid for by their employers/via PERSAL.

4.1.2 Annual Practising Certificates paid by employers will continue to be sent as per the arrangements we have with the various employers. Employers are therefore encouraged to distribute Annual Practising Certificates to their Nurse Practitioners as soon as they receive them from the SANC.

4.1.3 Nurse Practitioners who opt for the delivery of their Annual Practising Certificate by courier **will have to pay courier costs together with their annual fees.** This will be an indication that the Nurse Practitioner has opted for courier service delivery.

4.1.4 The courier costs will be R70.00 per parcel, which is subject to annual increase (**only domestic delivery**).

4.1.5 The table below depicts the amount payable by Nurse Practitioners who opt for courier services as their preferred delivery mode:

Category of Registration	2024 Annual Fees	Domestic Courier Costs	Amount Payable
Registered Nurse and Midwife - Normal Fees	R780.00	R70.00	R850.00
Registered Nurse and Midwife - 25% Discount	R590.00	R70.00	R660.00
Registered Nurse and Midwife - 50% Discount	R390.00	R70.00	R460.00
Enrolled Nurse - Normal fees	R470.00	R70.00	R540.00
Enrolled Nurse - 25% Discount	R350.00	R70.00	R420.00
Enrolled Nurse - 50% Discount	R230.00	R70.00	R300.00
Auxiliary Nurse - Normal fees	R330.00	R70.00	R400.00
Auxiliary Nurse - 25% Discount	R250.00	R70.00	R320.00
Auxiliary Nurse - 50% Discount	R160.00	R70.00	R230.00

- 4.1.6 Nurse Practitioners will use the same reference for payment of annual fees, for example: 12345678ANLFEES
(This is only an example, the SANC number 12345678 quoted here is fictitious and must not be used, Nurse Practitioners must use their own SANC number).
- 4.1.7 Nurse Practitioners who have already paid their 2024 annual fees via the bank from 01 July 2023 to date should note that their Annual Practising Certificates have been kept aside (not posted) to afford them an opportunity to opt for their Annual Practising Certificate to be delivered by courier. What is required is for them to pay only the courier costs of R70.00
- 4.1.8 Nurse Practitioners who are mentioned in 4.1.7 above who opt for the delivery of their Annual Practising Certificate will have until 30 September 2023 to pay the courier cost, if **payment is not received by this date their Annual Practising Certificate will be sent by post.**
- 4.1.9 The payment code for courier cost is **COURAPC (SANCNUMBER FOLLOWED BY COURAPC FOR EXAMPLE 12345678COURAPC)**

4.1.10 The process mentioned in 4.1.3 above will apply to Nurse Practitioners who apply for restoration and opt for their Annual Practising Certificate to be delivered by courier i.e. they will have to add R70.00 courier cost to the restoration fees.

4.1.11 Nurse Practitioners who opt NOT to use this service will continue to receive their Annual Practising Certificates via the South African Post Office (SAPO) and will only pay annual fees without courier cost.

4.2 UNDELIVERED/RETURNED PARCELS

4.2.1 When a parcel is unsuccessfully delivered due to the unavailability of the Nurse Practitioner or provision of incorrect details by the Nurse Practitioner, the Nurse practitioner will be liable for the return cost as charged by the courier company.

4.2.2 Nurse Practitioners will also pay courier cost for re-delivery of the parcel.

For further information in respect of this Circular, you are advised to contact Mr. B Manganyi, Acting Manager: Revenue Collections and Sales at bmanganyi@sanc.co.za or Tel: 012 420 1081.



PROF NG MTSHALI
REGISTRAR AND CEO
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DATE: 22/08/2023