

Circular 09/2022

11 August 2022

**TO: NATIONAL DEPARTMENT OF HEALTH
PROVINCIAL DEPARTMENTS OF HEALTH
PRIVATE HEALTH PROVIDERS
ALL STAKEHOLDERS**

SUBJECT: UNIDENTIFIED DEPOSITS: 2022 ANNUAL FEES PAYMENTS

1. PURPOSE

- 1.1. The purpose of this circular is to address a growing concern that the South African Nursing Council (SANC) is currently experiencing regarding the payments which are made by the Nurse Practitioners **without including their SANC reference number** together with the service they are paying for.
- 1.2. This circular also seeks to outline the process which should be followed for tracing and reallocation of incorrectly referenced payments or payments that are made without any reference whatsoever.

2. BACKGROUND

- 2.1 During the 2022 Annual Practising Certificate season, the SANC received a high number of payments for annual fees which were not properly referenced, therefore, many of these payments could not be allocated to the Nurse Practitioners' SANC membership accounts. As a result, the Nurse Practitioners could not be issued with their Annual Practising Certificates and were removed from the Register for non-payment of annual fees.
- 2.2 We urge the Nurse Practitioners who know that they have made payments for their 2022 annual fees but are removed from the register for non-payment of 2022 annual fees to urgently contact the SANC so that we can assist them in tracing their payments, and where successful, allocate the payments to their SANC membership account.
- 2.3 The South African Nursing Council uses the Reference Deposit Account for payment of Fees and Fines payable by our stakeholders. The reference consists of two parts:

- 2.3.1 Your SANC reference number (**8 digits**) – which is used to identify who the payment is for.
- 2.3.2 A payment type code (**7 CAPITAL LETTERS**) written immediately after the SANC reference number – which is used for identifying what the payment is for.

The following line is an example of what a correct reference will look like when making annual fee payment:

12345678ANLFEEES

In the above example, '12345678' is the Nurse practitioner's SANC reference number and 'ANLFEEES' is the payment type code. You will notice that the payment reference number is always **15 characters long**.

PLEASE NOTE that the above reference is only an example, and you should not use the above details for making any payment. You must use your own SANC reference number as the reference followed by an appropriate payment type code.

- 2.4 Listed in the tables below are all the **PAYMENT TYPE CODES** that are in use at the South African Nursing Council:

TO BE USED BY INDIVIDUALS

Section of the Regulations	Payment Type Code	To be used for paying for:
7(1)(a)	ADGUILT	Admission of guilt fines
2(1)(c)	ANLFEEES	Annual Fees
2(1)(g)	APPFEEES	Application Fees (foreign applications)
2(1)(k)	CETSFEE	Certificate of Status Fee
2(1)(l)	DUPCFEE	Replacement Certificate Fee
2(1)(m)	EXAMFEE	Examination Fees (foreign application exams)
2(1)(n)	EXTRFEE	Extract Fees (extract from the register)
2(1)(q)	LATEFEE	Late Entry Fees (foreign exam applicants)
2(1)(s)	ADDQUAL	Registration Fees (additional qualifications)
2(1)(t)	ASSESSR	Registration Fees (assessors, moderators, verifiers)

2(1)(v)	REGFPRA	Registration Fees (practitioners)
2(1)(x)	REMAFEE	Remarking Fees (exams)
2(1)(y) 2(1)(z)	RESTFEE	Restoration Fees
2(1)(aa)	TRANFEE	Transcript of Training Fees
2(1)(b)	VERIFEE	Verification Fees
	SALEDDS	Purchasing of Distinguishing Devices
	POSTAGE	Postage
	OTHRFEE	Other fees or payments (not mentioned above)

TO BE USED BY INSTITUTIONS/ORGANISATIONS/COMPANIES

Section of the Regulations	Payment Type Code	To be used for paying for:
2(1)(a)	ACFLEEN	Accreditation Fees – Nursing Education Institution
	ACFRENE	Accreditation Fees – Reaccreditation of a Nursing Education Institution
2(1)(b)	ACFNEPR	Accreditation Fees – Nursing Education Programme
2(1)(c)	ANLFEEES	Annual Fees on behalf of your employees
2(1)(d)	ANNFNEI	Annual Nursing Education Institution Fee
2(1)(e) 2(1)(h) 2(1)(i)	APFAPCE	Application Fees
2(1)(j)	AUDVFEE	Audit Visit Fees
2(1)(m)	EXAMFEE	Examination Fees (candidates)
2(1)(o)	FVFCLNC	Focus Visit Fees (clinical facilities)
2(1)(p)	FVFENEI	Focus Visit Fees (nursing education institution)
2(1)(q)	LATEFEE	Late Entry Fees (exam candidates)
2(1)(s)	ADDQUAL	Registration Fees (additional qualifications)
2(1)(u)	REGFLEN	Registration Fees (learners)

2(1)(v)	REGFPRA	Registration Fees (practitioners)
	OTHRFEE	Other fees or payments (not mentioned above)

3. UNIDENTIFIED DEPOSITS

3.1 Affected Nurse Practitioners are required to send their proof of payment (not bank statement) and SANC reference number to apc@sanc.co.za or bmanganyi@sanc.co.za. To enable successful tracing the proof of payment should at least have the following information:

- 3.1.1 Beneficiary/Recipient Account Number
- 3.1.2 Beneficiary/Recipient Reference
- 3.1.3 Date of payment
- 3.1.4 Amount Paid

3.2 The contents of this communicate should be brought to the attention of all Nurse Practitioners in all health establishments.

3.3 The Nurse Practitioners are also reminded that according to Section 44 (2)(b) of the Nursing Act, a person whose name has been removed from the register must cease to practice as a Nurse Practitioner and is precluded from performing any act which he or she, in his or her capacity as a registered person, was entitled to perform.

3.4 For further information in respect of this communicate, kindly contact Mr B Manganyi, Acting Manager: Revenue Collections and Sales at bmanganyi@sanc.co.za or Tel: **012 420 1081**.



MS SA MCHUNU
REGISTRAR AND CEO
SOUTH AFRICAN NURSING COUNCIL

12-08-2022
DATE