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PROTECTING THE PUBLIC THROUGH REGULATED EDUCATION AND PRACTICE

Enquiries: Mr. L. Kapofi

08 December 2023

### OFFICE OF THE REGISTRAR

Dr Armid Azadeh  
Medical Association of Namibia  
Windhoek

Dear Dr Armid Azadeh

### ANNUAL MAINTENANCE FEES PAYABLE TO COUNCILS BY HEALTHCARE PRACTITIONERS

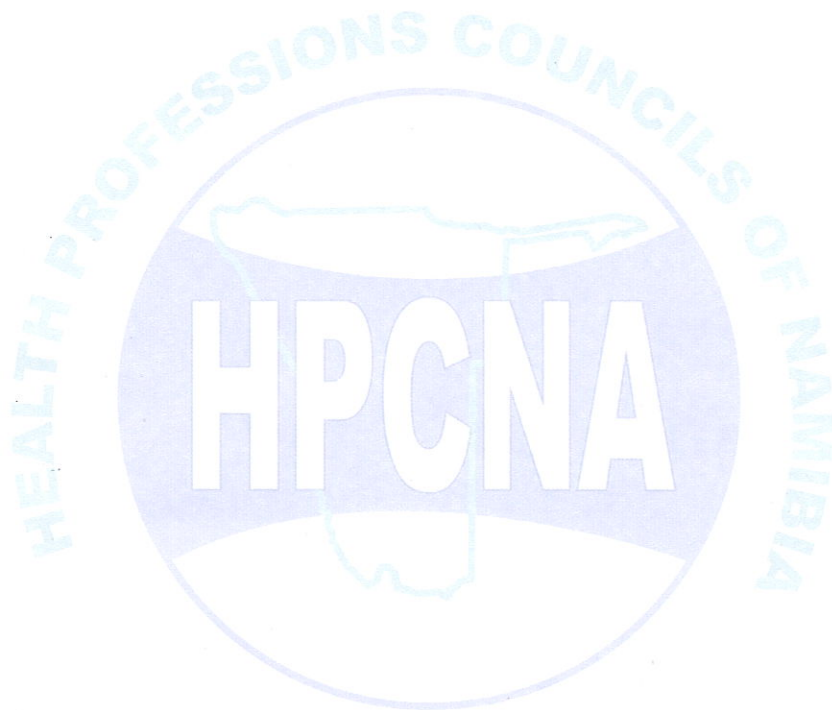
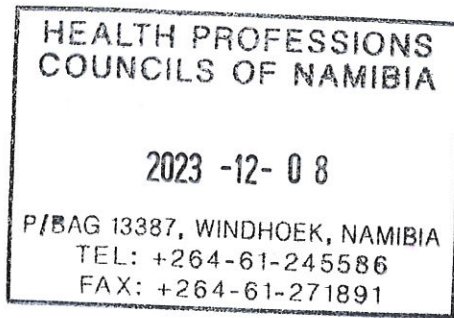
1. This letter serves to kindly request your good office to convey to all healthcare practitioners that are members of your Association that annual maintenance fees payable to Council for the 2024/2025 practice year are now due.
2. Payment can be made into the following bank account:
  - **Medical and Dental Council, First National Bank,**  
➤ Account No: 62072396049, Branch Code 281972
3. Practitioners are encouraged to use their client numbers as reference and make their payments on or before 28 February 2024 to allow HPCNA ample time to process, reconcile, and forward the practicing cards by 31 March 2024.
4. A copy of the bank deposit slip with a clear indication of the practitioner's name, surname, and client number must be faxed to 061 271891 or 061 224549 or email to [accounts@hpcna.com.na](mailto:accounts@hpcna.com.na)
5. HPCNA does not accept cash at the premises, practitioners are encouraged to make payments directly into the bank account or make use of the speed point facility available at HPCNA offices, 37 Schönlein Street, Windhoek West between 07H30 and 16H00.
6. Practitioners should contact their respective Councils to update their personal particulars e.g. Postal addresses, contact details and e- mail addresses. Alternatively, by using the following email addresses:
  - **Medical and Dental Council: at [mdc@hpcna.com.na](mailto:mdc@hpcna.com.na)**
7. The names of practitioners who fail to pay for the renewal of their practicing license before the due date will be removed from the register / roll, and by law they are not allowed to practice.
8. Attached are the gazetted fees for record keeping.
9. Should you require any further information please do not hesitate to contact Mr. L. Kapofi, Mr. E.N Ndahangwapo or Ms. L. Petrus on telephone number (061) 245586.

Yours sincerely,



**L. Kapoff (Mr)**

**Manager: Finance Department**



**All correspondence must be addressed to the registrar.**