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## FORM

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Title: Intranet and Internet brief form

Document number: FML1249

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**(Changes from previous version highlighted)**

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Checked by: N/A

Approved by: Ntokozo Majozi

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<span style="color: blue;">22-06-2024</span>			

Date withdrawn: .....



# CHECKLIST

## JOB REQUEST FOR INTRANET/ INTERNET WEBSITE BRIEF FORM

Department:	NICD Administration	(General Communication/ Content/ Express/ News/ Gallery/ Events)	
Requester	Comfort Tladi	Requested date:	25/04/2025
Contact No:	( 011 ) 555 0498	Expected date:	25/04/2025
Approver:	Qinisane Dumakude	Approver Signature: <i>Qinisane Dumakude</i>	23/04/2025
Position:	PROCUREMENT SUPERVISION		

Intranet Content ☐Internet /Website Content ☐Other ☐

Define other: \_\_\_\_\_

Content: Written or attached

**All completed forms to be e-mailed to [james.mabaso@nhls.ac.za](mailto:james.mabaso@nhls.ac.za)**

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### Acknowledgement of Reading Form

Document number:

**Version Number:**

**Title:**

***My signature confirms that I have read and understood the content of this document and relevant kit insert (where applicable).***

[illegible]

**Note to the Quality Rep:** - This form must be filed for 5 years to provide audit traceability.

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