# **Policy Name**

Policy # XXnnn Policy Name V0.1

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# **Release Control**

| Release<br>Date | Version<br>No: | Details | Released<br>by | Approved<br>by |
|-----------------|----------------|---------|----------------|----------------|
|                 |                |         |                |                |
|                 |                |         |                |                |
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### **POLICY ASSURED BY:**

| Department: | Represented By: | Date |
|-------------|-----------------|------|
|             |                 |      |
|             |                 |      |

### POLICY RATIFIED BY:

| Office of: | Represented By: | Date |
|------------|-----------------|------|
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## **Policy Details**

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#### 2. SCOPE

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#### 3. GENERAL GUIDELINES

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### Annexure 1

