



CIRCULAR

Reference: Reminder: AGMs, SGMs and Trustee Elections of medical schemes
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Circular 12 of 2016: Annual General meetings, Special General Meetings and Trustee Elections

We refer to ([Circular 18 of 2011](#)) which was released on the 24 May 2011.

The Council for Medical Schemes (CMS) appreciates the cooperation of all medical schemes in providing the Office with information packs for their respective Annual General Meetings (AGM's) and Special General Meetings (SGM's) in the previous years, including 2015.

The CMS is preparing to monitor scheme AGM's and SGM's for the year 2016. The CMS will also endeavor to monitor whether medical schemes provide their members with timeous notifications of such meetings.

All medical schemes are required to provide the CMS with dates on which they intend to hold their AGM's, SGM's and trustee elections during 2016. Schemes are required to provide these dates by **12 February 2016**.

The intention of this exercise is to publish the dates on social media platforms in an attempt to encourage members to attend the scheme meetings.

This request does not replace Circular 18 of 2011, namely that requires medical schemes to provide the CMS with dates and information packs (electronically). All notifications to the CMS shall:

- a. State the **date** and **area** in which the AGM, SGM, and/or trustee elections are to be held;
- b. Contain a framework with timelines which illustrates that the medical scheme will conform with the time periods in its registered rules to convene and hold a meeting;
- c. State measures which the medical scheme will put in place to ensure free, fair, independent, and credible trustee elections; and
- d. Contain budget estimate which the medical scheme plans to expend on its AGM, SGM, and/or trustee elections.

Please send all correspondence with regards to AGM's, SGM's, and trustee elections to agm@medicalschemes.com

This Circular is effective immediately (upon release).



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