



CIRCULAR
FOR RELEASE ON
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Reference : Quarterly Returns for 2012
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CIRCULAR 19 OF 2012: QUARTERLY STATUTORY RETURNS SUBMISSIONS FOR 2012

The Office of the Registrar would like to inform all Principal Officers and statutory return users of the 2012 quarterly statutory return online program which will be available on our website from 4 June 2012 (www.medicalschemes.com).

The following signed documentation must be physically submitted to the Office to ensure a complete submission:

- Two (2) quarterly return documents – indicating “Final DD/MM/YYYY”;
- Two (2) sets of monthly management accounts; and
- Detailed investment schedules, including a breakdown of all the underlying assets per institution. Please also refer to Circular 7 of 2005 in this regard.
- Progress report on the implementation of Circular 38 of 2011: Personal Medical Savings Accounts. A detailed report on the measures taken to date in respect of system adjustments and any other relevant matters is required from all schemes that operate a savings account.

Please note that schemes will be given 3 weeks from date of going live in which to request changes to Part 1. A deadline per quarter for changes will be provided in a circular once the system is live. Deadline for Part 1 changes for the first quarter of 2012 is 25 June 2012.

The Principal Officer, Chairperson, and one other trustee signatory in terms of section 39 of the Medical Schemes Act 131 of 1998 (Act) must sign these documents. The investment schedules should be signed off by the Principal Officer. Please note that the Office will regard the submission of the 2012 quarterly statutory return documentation as incomplete if any of the documents are not signed as required.

In this regard, it is important to note that the signing authority of a Principal Officer and/or Chairperson can only be delegated to a suitable person appointed by the Board of Trustees; the appointment of the Acting Principal Officer should be in line with the provisions of Section 57(4)(a) and 57(7) of the Act, and the appointment of the Acting Chairperson in line with the rules of the scheme.

Where applicable, a copy of the signed Board of Trustee resolution, where another person was appointed, should accompany the 2012 quarterly statutory return.

In order to enhance Part 3.1: Investments, and assist users in the completion thereof, the Office has published lists of assets per category on our website. Please note that these lists serve as a guideline only as the scheme will have more details available in respect of specific investments and the nature of the underlying assets:

- 1) banks with net qualifying capital and reserve funds greater than R5 billion;
- 2) banks with net qualifying capital and reserve funds greater than R100 million;
- 3) corporate institutions traded on the Bond Exchange of South Africa (BESA);
- 4) companies listed in the Development Capital and Venture Capital Sectors of the Johannesburg Stock Exchange (JSE);
- 5) companies listed on the JSE with market capitalisation of more than R50 billion;
- 6) companies listed on the JSE with market capitalisation of R5-50 billion; and
- 7) a list of registered insurers.

Your attention is drawn to the provisions of Section 66(3) of the Act in terms of which any medical scheme which fails to furnish the Registrar of Medical Schemes with the prescribed documentation shall be liable to a penalty of R1 000.00 (one thousand Rand) for every day on which the failure to comply continues.

PLEASE NOTE THAT THE DEADLINE APPLIES TO THE RECEIPT OF ALL THE SIGNED DOCUMENTS BY THE OFFICE AND NOT MERELY THE ELECTRONIC SUBMISSION.

The submission deadlines for the 2012 quarterly returns are:

Quarter	Period ended	Deadline for submission
Quarter 1 of 2012	31 March 2012	13 July 2012
Quarter 2 of 2012	30 June 2012	14 September 2012
Quarter 3 of 2012	30 September 2012	16 November 2012
Quarter 4 of 2012	31 December 2012	15 February 2013

Your cooperation will be highly appreciated.



Tebogo Maziya

Head: Financial Supervision Unit

Council for Medical Schemes