



**CIRCULAR**  
FOR RELEASE ON  
2013/01/07

Reference : Quarterly Returns for 2012  
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## **CIRCULAR 1 OF 2013: QUARTERLY STATUTORY RETURNS FOR THE PERIOD ENDING 31 DECEMBER 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 7 January 2013 for submission of Quarter 4 of 2012 ([www.medicalschemes.com](http://www.medicalschemes.com)).

The following signed documentation must be physically submitted to the Office by no later than 15 February 2013 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 savings accounts.

Please note that schemes will be given 3 weeks from date of going live in which to request changes to Part 1. The deadline for Part 1 changes for the fourth quarter of 2012 is 28 January 2013.

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.

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.

Your cooperation will be highly appreciated.



**Tebogo Maziya**  
**Head: Financial Supervision Unit**  
**Council for Medical Schemes**