



CIRCULAR
FOR RELEASE ON
2014/01/07

Reference : Quarterly Returns for 2013
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**CIRCULAR 1 OF 2014: QUARTERLY STATUTORY RETURNS FOR THE PERIOD ENDING
31 DECEMBER 2013**

The Office of the Registrar would like to inform all Principal Officers and statutory return users of the 2013 quarterly statutory return online program which will be available on our website from 7 January 2014 for submission of Quarter 4 of 2013 (www.medicalschemes.com).

The following signed documentation must be physically submitted to the Office by no later than 14 February 2014 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. Detailed investment schedules must reconcile with the third party investment statements; copies of which should be submitted. Please also refer to Circular 7 of 2005 in this regard.

Please note that schemes will be given three weeks from the date of going live in which to request changes to Part 1. The deadline for Part 1 changes for the fourth quarter of 2013 is 28 January 2014.

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 2013 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