



## CIRCULAR

Reference : CMS contact details  
Contact : CMS Customer Care Centre  
Telephone : 0861 123 267  
Facsimile : 012 430 7644  
E-mail : [information@medicalschemes.com](mailto:information@medicalschemes.com)  
Date : 16 April 2013

### CIRCULAR 20 OF 2013: COUNCIL FOR MEDICAL SCHEMES (CMS) ADDRESS

Circulars 5 and 16 of 2013, referred to the relocation of the Council for Medical Schemes (CMS) from its present premises at Block E Hadevelds, 1267 Pretorius Street Hatfield to its new premises at Block A Eco Glades 2 Office Park, 420 Witch-Hazel Street, Centurion 0157 and the office closure respectively.

CMS had to postpone the actual relocation to 17 May 2013; however the same procedure will be followed as outlined in the previous circulars, but with new dates. Therefore, the office will be temporarily closed on Friday, 17 May and Monday, 20 May 2013. Although CMS staff will be available at the new offices on 21 May, the official opening of the new offices will now be on 22 May 2013.

It is imperative for CMS to have a smooth relocation process and as little interruption in working schedules as possible. Cognisance is taken of the requirement for schemes to manually submit their Annual Financial Statements and therefore, limited Financial Supervision Unit staff will be available on 17 and 20 May 2013 at the existing premises in Hatfield to receive the hard copies of the Annual Financial Statements for 2012.

Please further note that the following contact details of CMS below will remain as follows:

Postal address: Private Bag X34, Hatfield, 0028  
Contact centre: 0861 123 267 or 0861 123 cms  
Switchboard: 012 431 0500  
Fax: 012 430 7644

CMS will therefore keep the current telephone number and extensions of staff (subject to approval of the Independent Communications Authority of South Africa (ICASA)).



Dr. E Conradie

Head: Stakeholder Relations