



**CIRCULAR**  
FOR RELEASE ON  
2013/06/06

Reference : Quarterly Returns for 2013  
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### **CIRCULAR 27 OF 2013: QUARTERLY STATUTORY RETURNS SUBMISSIONS FOR 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 6 June 2013 ([www.medicalschemes.com](http://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.

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 2013 is 27 June 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 2013 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 2013 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 2013 quarterly returns are:

| <b>Quarter</b>    | <b>Period ended</b> | <b>Deadline for submission</b> |
|-------------------|---------------------|--------------------------------|
| Quarter 1 of 2013 | 31 March 2013       | 12 July 2013                   |
| Quarter 2 of 2013 | 30 June 2013        | 13 September 2013              |
| Quarter 3 of 2013 | 30 September 2013   | 15 November 2013               |
| Quarter 4 of 2013 | 31 December 2013    | 14 February 2014               |

Your cooperation will be highly appreciated.



**Tebogo Maziya**

**Head: Financial Supervision Unit**

**Council for Medical Schemes**