



**CIRCULAR**  
FOR RELEASE ON  
2012/01/10

Reference : Quarterly Returns for 2011  
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Date : 2012/01/10

**CIRCULAR 2 OF 2012: QUARTERLY STATUTORY RETURNS FOR THE PERIOD ENDED  
31 DECEMBER 2011**

The Office of the Registrar would like to inform all Principal Officers and statutory return users that the 2011 quarterly statutory return online program will be available on our website from 10 January 2012 for submission of Quarter 4 of 2011 ([www.medicalschemes.com](http://www.medicalschemes.com)).

The following signed documentation must be physically submitted to the Office by no later than 17 February 2012 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 in 2011, schemes have been given 3 weeks from date of going live in which to request changes to Part 1. Deadline for Part 1 changes for the Fourth quarter of 2011 is 31 January 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.

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**