



CIRCULAR

Reference: Auditor Questionnaire 2013
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CIRCULAR 30 OF 2013: AUDITOR APPROVAL IN TERMS OF 36(2) OF THE MEDICAL SCHEMES ACT

The Office of the Registrar would like to inform all users of the auditor questionnaire that the questionnaire for the 2013 financial year will be available on our website from 14 June 2013 (www.medicalschemes.com).

1) Confirmation of scheme users

All schemes/administrators are requested to confirm the following information with the Office:

- The name and surname of the **scheme users** who should have access to the 2013 auditor approval system.
- Scheme users are responsible for registering the scheme on the auditor approval portal on our website.
- Given the regular rotation of users in schemes, the Office wants to ensure that people accessing the system are authorised to do so by their relevant schemes, therefore, scheme/administrator officials with the appropriate authority should confirm all users.
- Please note that this is not part of the registration process but merely a confirmation of user status.

2) Username and passwords

Scheme user:

- The 2013 users will **not** be required to register again on the online system, as the username and password of the 2012 year end will allow them to access the 2012 auditor questionnaire.
- All new scheme users **should** register on the auditor approval portal on our website, by making use of the register function on the login screen. Your username and password will be e-mailed to you after the Office has verified your authorisation (see paragraph 1).
- Users can register for multiple schemes.

Auditor user:

- The auditors are registered automatically when the scheme completes and submits Part A of the questionnaire.
- The auditor will then receive a username and password which will enable them to access Part B and C of the questionnaire for completion.

3) Data roll over from 2012 to 2013

There are currently three categories in Part A of the questionnaire. Whenever a scheme user selects one of the four categories, different sections from the previous year will roll over to the current year depending on the selection.

- **Is it re-appointment of an audit firm and engagement partner?**
All data in the 4 sections will roll over
- **Is it a new appointment of audit firm?**
No data will roll over
- **Is it an appointment of a new engagement partner?**
Roll over of data in Part B only
- **Is it an approval required by the Registrar?**
No data will roll over

4) Change of audit partner after submission

The following steps should be followed where the scheme changes the engagement partner:

- The scheme should notify the Office of the proposed change and Part A of the Auditor Questionnaire will be unlocked.
- The scheme user should remove the old audit partner from the system and assign the new partner.

For more information on the completion of the auditor approval questionnaire, please view our Help File on the auditor approval portal under the “Assistance” tab.

5) Changes incorporated since the 2012 Auditor questionnaire

The following changes have been made:

Chairperson: Prof. Y Veriava Chief Executive & Registrar: Dr M Gantsho
Block A, Eco Glades 2 Office Park, 420 Witch-Hazel Avenue, Eco Park, Centurion, 0157
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- The auditor questionnaire has been amended to include three parts , Part A, B and C and not four parts like in the previous years
- Part A – The scheme users are advised to make use of the drop down list provided when selecting the audit firm and responsible audit partner.
- The system has been enabled to accept attachments with the electronic submission of the auditor approval questionnaire.

6) Submission of documents

The following documents must be physically submitted to the Office of the Registrar, to ensure a complete submission:

- The 2013 auditor approval questionnaire (signed by the auditor);
- A letter from the scheme confirming the name of the audit firm and the engagement partner;
- Annual General Meeting minutes or extract of the minutes indicating the appointment or reappointment of an audit firm or a resolution by the Board of Trustees as per the scheme's rules; and
- Where applicable, the required reports in terms of section 36(5)(c).

Schemes are ultimately responsible for ensuring that all the required documents are timeously delivered to the Office.

The deadline for the submission of the 2013 auditor questionnaire is **19 July 2013**. 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 R1000.00 (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.

Your cooperation in this regard will be highly appreciated.



Tebogo Maziya

Head: Financial Supervision Unit

Council for Medical Schemes

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