



CIRCULAR

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Reference : Standard Guidelines
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CIRCULAR 35 OF 2012: STANDARD GUIDELINES ON FORMAT OF BUSINESS PLANS FOR REGISTRATION OF A NEW MEDICAL SCHEME, NEW/ RESTRUCTURED BENEFIT OPTIONS, REGULATION 29, AMALGAMATIONS, REINSURANCE AND STANDARD MANAGEMENT ACCOUNTS

The Office of the Registrar (Office) would like to express its appreciation to the industry for making use of the following standard guidelines when preparing submissions to the Office:

- Guideline for the preparation of a business plan pursuant to an application for the registration of a new medical scheme;
- Guideline for the preparation of a business plan pursuant to an application for a new/ restructured benefit option;
- Guideline for the preparation of a business plan where a medical scheme is not meeting the statutory solvency requirements in terms of Regulation 29;
- Guideline for the preparation of a business plan pursuant to an application for the amalgamation of schemes;
- Guideline for the preparation of a business plan pursuant to an application for reinsurance in terms of Section 20 of the Medical Schemes Act 131 of 1998 (Act); and
- Guideline on Standard Management Accounts.

The Office is in the process of enhancing these guidelines, which are currently published on our website www.medicalschemes.com under:

- Standard Guideline for the preparation of a business plan pursuant to an application for a new medical scheme (click below link for document);
<http://www.medicalschemes.com/files/Guidelines%20and%20Manuals/GuidelineFoPrepBusinessPursuantApplMedicalScheme.pdf>
- Standard Guideline for the preparation of a business plan pursuant to an application for a new/ restructured benefit option (click below link for document);
<http://www.medicalschemes.com/files/Guidelines%20and%20Manuals/GuidelinePrepBusinessPlanPursuantAppBenefitOption.pdf>
- Standard Guidelines for the preparation of a business plan where a medical scheme is not meeting the statutory solvency requirements as per Regulation 29 (click below link for document);
<http://www.medicalschemes.com/files/Guidelines%20and%20Manuals/GuidelinOfPrepMeetingSolvencyReqRegulation29.pdf>
- Standard Guidelines for the preparation of a business plan pursuant to an application for an amalgamation of schemes (click below link for document);
<http://www.medicalschemes.com/files/Guidelines%20and%20Manuals/GuidelinePrepBusinessPlanPursuantApplicationAmalgamationsSchemes.pdf>
- Guideline to trustees for submission of reinsurance contracts (click below link for document);
<http://www.medicalschemes.com/files/Guidelines%20and%20Manuals/GuidelinePrepOfBusinessPlanPursuantSubmissioReinsurance.pdf>
- Standard Management Accounts (click below link for document).
<http://www.medicalschemes.com/files/Guidelines%20and%20Manuals/GuidelineOnStandManagementAcc2011.pdf>

All medical schemes and other interested parties are kindly requested to provide the Office with comments and suggestions in respect of these guidelines on or before 31 October 2012 to h.mahlake@medicalschemes.com or alternatively send a fax to (012) 431 0672.

Your input will be highly appreciated.



Kind Regards

TEBOGO MAZIYA
HEAD: FINANCIAL SUPERVISION UNIT
COUNCIL FOR MEDICAL SCHEMES