



CIRCULAR

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Reference : Standard Guidelines
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CIRCULAR 39 OF 2011: 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

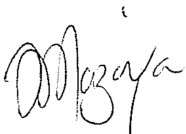
The Office is in the process of enhancing the guidelines, which is currently published on our website [Council for Medical Schemes](#) under:

- Standard Guideline for the preparation of a business plan pursuant to an application for a new medical scheme (http://www.medicalschemes.com/files/Guidelines%20and%20Manuals/GFPBP_ApplicationForANewMedicalScheme.pdf)
- Standard Guideline for the preparation of a business plan pursuant to an application for a new/ restructured benefit option (http://www.medicalschemes.com/files/Guidelines%20and%20Manuals/GFPBP_ApplicationForANewRestructuredBenefitOption.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 (http://www.medicalschemes.com/files/Guidelines%20and%20Manuals/GFPBP_MedicalSchemeNotMeetingStatutorySolvency.pdf);
- Standard Guidelines for the preparation of a business plan pursuant to an application for an amalgamation of schemes (<http://www.medicalschemes.com/files/Guidelines%20and%20Manuals/Guideline%20for%20the%20preparation%20of%20a%20business%20plan%20pursuant%20to%20an%20application%20for%20an%20amalgamation%20of%20schemes.pdf>);
- Guideline to trustees for submission of reinsurance contracts (http://www.medicalschemes.com/files/Guidelines%20and%20Manuals/GFPBP_ReinsuranceTheMedicalSchemesAct.pdf); and
- Standard Management Accounts (http://www.medicalschemes.com/files/Guidelines%20and%20Manuals/GDL_on_Standard_management_accounts.pdf)

All medical schemes are kindly requested to provide the Office with comments and suggestions in respect of these guidelines. All inputs should be forwarded on or before the 31 October 2011 to s.singh@medicalschemes.com or alternatively send a fax to (012) 431 0672.

Your assistance will be highly appreciated.

Kind Regards



TEBOGO MAZIYA

HEAD: FINANCIAL SUPERVISION UNIT

COUNCIL FOR MEDICAL SCHEMES