



CIRCULAR

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Reference : Administrator Workshop 2012
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Date : 2 February 2012

CIRCULAR 4 OF 2012: ADMINISTRATOR WORKSHOP 2012

As a result of the changes to the South African Institute for Chartered Accountants accounting guide 2011, the 2011 annual return and the 2012 quarterly returns needed to be amended.

The Office of the Registrar of Medical Schemes will be presenting a workshop to parties affected by these changes during March 2012. We are aware that this is the period when you are preparing for the annual audit of your schemes, but would like to encourage you to attend this workshop.

This workshop will *inter alia*, cover the changes to the annual return and quarterly returns; discuss problem areas identified during the previous annual and quarterly return analysis processes, and address concerns raised by the users of these returns; as well as evaluation findings in respect of accreditation of administrators.

The workshop will be held in Johannesburg on the following date:

09 March 2012 – Johannesburg (09h30 - 14h00)

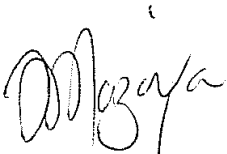
Attendance is **free of charge**.

The workshop will be particularly beneficial to those responsible for preparing, completing and submitting returns. Auditors will also benefit from attending.

Please complete the attached registration form and send it to Masefako Mmusi at m.mmusi@medicalschemes.com, telephone contact details 012 431 0403 or fax her on 012 431 0636 **before Friday, 17 February 2012**. Please ensure that you book early to avoid disappointment since we only have a limited number of seats available.

Should you have any queries, feel free to contact Masefako on the above contact details provided.

Kind regards



T Maziya
Head: Financial Supervision Unit

Agenda
For the
Administrator Workshop 2012

Duration	Topic
09h30 - 10h15	Tea / registration
10h15 - 10h30	Course objectives
10h30 - 11h15	Annual returns
11h15 - 11h30	Quarterly returns - broad overview
11h30 – 12h00	Accrediting administrators - evaluation findings
12h00 – 13h00	Lunch

