



Reference: Auditor approvals
Contact person: Bontle Tshele
Tel: 012 431 0428
Fax: 012 431 0664
E-mail: b.tshele@medicalschemes.com
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Circular 55 of 2017: Auditor approvals

The Council for Medical Schemes (CMS) would like to inform all medical schemes that applications for auditor approvals for the 2017 financial year are now open. Details regarding the applications are available on the CMS website www.medicalschemes.com.

The processing of applications for authorisation of auditors is still underway, pending submission of all outstanding documents requested from individual auditors. Once the process has been finalised, the names will be published as on the CMS website; as well as on the portal.

1. Confirmation of medical scheme users

- 1.1 Given the frequent change of users, the CMS needs to ensure that users accessing the system are authorised to do so by their relevant schemes. Scheme/administrator officials with the appropriate authority are therefore required to confirm details of all the scheme users annually. All confirmations should be sent to the CMS contact person indicated above.
- 1.2 Please note that confirmation of user status should not be construed as part of the registration process.

2. Username and passwords for scheme users

- 2.1 The username and passwords to access statutory return will allow users to access the approval portal as well, as a result, statutory return users will not be required to register again on the online system.
- 2.2 All new scheme users should register on the CMS Statutory Returns portal. Usernames and passwords will be e-mailed to registered users after they have been approved by the scheme user administrator.

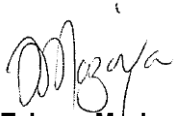
3. Submission requirements:

Please note all that applications should be completed online, and documents must be physically delivered to the CMS before the due date, in order to ensure a complete submission. The following documents must be submitted:

- 3.1 Signed completed online application form;
- 3.2 Where applicable, the required reports in terms of section 36(5)(c) of the Medical Schemes Act, No. 131 of 1998 (the Act); and
- 3.3 Annual General Meeting (AGM) minutes/an extract from the AGM minutes or Board of Trustees (BoT) resolution (as applicable).

The deadline for the submission of applications is **25 August 2017**. Your attention is drawn to the provisions of section 66(3) of the Act in terms of which any medical scheme, that fails to furnish the Registrar of Medical Schemes with the prescribed documentation shall be liable to a penalty of R1 400 (one thousand four hundred rands) calculated daily for as long as the scheme fails to comply.

Your cooperation will be highly appreciated.



Tebogo Maziya
General Manager: Financial Supervision Unit
Council for Medical Schemes