



Reference: Auditor approvals
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Circular 58 of 2016: Auditor approvals

The Council for Medical Schemes (CMS) would like to inform all medical schemes that applications for auditor approvals for the 2016 financial year are available on its website (www.medicalschemes.com).

The processing of applications for authorisation of auditors is still underway, pending submission of all outstanding documents requested from the individual auditors. The names will be published as authorised on the CMS website and also available on the approval applications portal.

1. Confirmation of medical scheme users

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

- 1.1 The name and surname of the scheme users who are authorised to access the 2016 portal.
- 1.2 Given the regular rotation of users in schemes, the CMS needs to ensure that users accessing the system are authorised to do so by their relevant schemes. In view of the above, scheme/administrator officials with the appropriate authority are required to confirm details of all the scheme users annually. All confirmations should be sent to the contact person as indicated above.
- 1.3 Please note that this is not part of the registration process but merely a confirmation of user status.

2. Username and passwords

Scheme user:

- 2.1 The statutory return users will not be required to register again on the online system, as the username and passwords to access statutory return will allow users to access the approval portal as well.

2.2 All new scheme users should register on the Statutory Returns portal on the CMS website by making use of the registration function on the login screen. 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 that applications should be completed online and all submission 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); 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 submission of applications is **26 August 2016**. Your attention is drawn to the provisions of Section 66(3) of the Medical Schemes Act, 131 of 1998 (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 R1 000 (one thousand Rand) 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 Scheme