



MEMORANDUM

Reference: AGMs,SGMs and trustee elections of medical schemes

Contact person: Neo Mnzilwa
Tel: 012 431 0568
Fax: 012 431 0668
E-mail: n.mnzilwa@medicalschemes.com
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Circular 5 of 2014: When medical schemes hold annual or special general meetings and trustee elections

This Circular is a reminder to all medical schemes that they are required to:

1. notify the Council for Medical Schemes (CMS), in writing, of the date/s of their Annual General Meetings (AGMs), Special General Meetings (SGMs), and trustee elections; and
2. send a meeting pack, via e-mail or post, notifying the CMS 20 days before they issue notices to their members (in terms of scheme rules) of the date/s of their AGMs, SGMs, and trustee elections.

All notifications to the CMS shall:

- a. state the date on which the AGM, SGM, and/or trustee elections are to be held;
- b. contain a framework with timelines which illustrates that the medical scheme will conform with the time periods in its registered rules to convene and hold a meeting;

- c. state measures which the medical scheme will put in place to ensure free, fair, independent, and credible trustee elections; and
- d. contain a budget estimate which the medical scheme plans to expend on its AGM, SGM, and/or trustee elections.

Please send all correspondence with regards to AGMs, SGMs, and trustee elections to agm@medicalschemes.com .

This Circular is effective immediately (upon release).



Stephen Mmatli
Head: Compliance & Investigations
Council for Medical Schemes