



## CIRCULAR

Reference : CMS office temporary closure  
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### **CIRCULAR 9 OF 2013: COUNCIL FOR MEDICAL SCHEMES (CMS) OFFICE RELOCATION: TEMPORARY CLOSURE**

Circular 5 of the Council for Medical Schemes (CMS) indicated that CMS will be relocating from its present premises at Block E Hadeffields, 1267 Pretorius Street Hatfield to its new premises at Block A, Eco Glades 2 Office Park, 420 Witch-Hazel Street, Eco Park, Centurion 0157. The anticipated date of occupation is 2 May 2013.

Due to the move and to ensure everything runs according to our very tight project plan, the office will be **temporarily closed on Friday, 26 April and Monday, 29 April 2013**. Although CMS staff will be available at the new offices on 30 April, the official opening of the new offices will be on **2 May 2013**.

It is imperative for CMS to have a smooth relocation process and as little interruption in working schedules as possible. Cognisance is taken of the requirement for schemes to manually submit their Annual Financial Statements and therefore, limited Financial Supervision Unit staff will be available on 26 and 29 April 2013 at the existing premises in Hatfield to receive the hard copies of the Annual Financial Statements for 2012.

We will keep you informed of further developments in above regard and will communicate critical information as and when the need arises.

**DR. M GANTSHO**

**CHIEF EXECUTIVE & REGISTRAR**