



COUNCIL FOR MEDICAL SCHEMES

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[Http://www.medicalschemes.com](http://www.medicalschemes.com)

**TO ALL PRINCIPAL OFFICERS, BOARD OF TRUSTEES
OF ALL MEDICAL SCHEMES AND STATUTORY
RETURN USERS**

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Enquiries: Tebogo Maziya

Date: 11 May 2006

Circular No 24 of 2006

2006 QUARTERLY STATUTORY RETURNS

The Office would like to inform all principal officers and statutory return users that we are still in the process of amending the 2006 quarterly statutory return online program, which will be available on our website (www.medicalschemes.com) during the first week of June 2006.

The same usernames and passwords used for the 2005 quarterly returns will apply to the 2006 quarterly returns.

The following signed documentation must be physically submitted to the Office of the Registrar, to ensure a complete submission:

- Two quarterly return documents – with the watermark “Final for Signature DD/MM/YYYY”.
- Two sets of monthly management accounts.
- Detailed investment schedules including a breakdown of all the underlying assets per institution. Please also refer to circular 7 of 2005 in this regard.

The Principal Officer, Chairperson and one other trustee signatory in terms of section 39 of the Act must sign these documents. The investment schedules should be signed off by the Principal Officer. Please note that the Office will regard the submission of the 2006 quarterly statutory return documentation as incomplete, if any of the documents are not signed as required.

In this regard, it is important to note that the signing authority of a Principal Officer and/or Chairperson can only be delegated to a suitable person appointed by the board of trustees; the appointment of the acting Principal Officer should be inline with the

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provisions of section 57(4)(a) and 57(7) of the Medical Schemes Act, and the appointment of the acting Chairperson inline with the rules of the scheme. Where applicable, a copy of the signed board of trustee resolution, where another person was appointed, should accompany the 2006 quarterly statutory return.

Your attention is drawn to the provisions of section 66(3) of the Medical schemes Act, Act 131 of 1998, in terms of which any medical scheme which fails to furnish the Registrar with the prescribed documentation, shall be liable to a penalty of R1,000.00 (one thousand rand) for every day, which the failure continues. **PLEASE NOTE THAT THE DEADLINE APPLIES TO THE RECEIPT OF ALL THE SIGNED DOCUMENTS BY THE OFFICE AND NOT MERELY THE ELECTRONIC SUBMISSION.**

The submission deadlines for the 2006 quarterly returns will be as follow:

<u>Quarter:</u>	<u>Period ended:</u>	<u>Deadline for submission:</u>
Quarter one of 2006	31 March 2006	7 July 2006
Quarter two of 2006	30 June 2006	18 August 2006
Quarter three of 2006	30 September 2006	24 November 2006
Quarter four of 2006	31 December 2006	23 February 2007

Your co-operation will be highly appreciated.



MAGGIE GROBLER
HEAD: FINANCIAL SUPERVISION
COUNCIL FOR MEDICAL SCHEMES

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