



Reference: Standard Guidelines
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Circular 71 of 2016: Standard Guidelines on format of Business Plans for the registration of a new medical scheme, new/restructured benefit options, Regulation 29, Amalgamations, Reinsurance and Standard Management Accounts

The Council for Medical Schemes (CMS) would like to express its appreciation to the industry for making use of the following standard guidelines when preparing submissions to the Office:

- Guidelines for the preparation of a business plan pursuant to an application for the registration of a new medical scheme;
- Guidelines for the preparation of a business plan pursuant to an application for a new/restructured benefit option;
- Guidelines for the preparation of a business plan where a medical scheme is not meeting the statutory solvency requirements;
- Guidelines for the preparation of a business plan pursuant to an application for an amalgamation of medical schemes;
- Guidelines to the Board of Trustees for the submission of reinsurance contracts to the Registrar of Medical Schemes; and
- Guidelines for the preparation of Standard Management Accounts.

The CMS is in the process of enhancing these guidelines, which are currently published on our website www.medicalschemes.com as follows:


- Guidelines for the preparation of a business plan pursuant to an application for the registration of a new medical scheme;
[http://www.medicalschemes.com/files/Guidelines and Manuals/GudInNwSchm20160224.doc](http://www.medicalschemes.com/files/Guidelines%20and%20Manuals/GudInNwSchm20160224.doc)
- Guidelines for the preparation of a business plan pursuant to an application for a new/restructured benefit option;
<http://www.medicalschemes.com/files/Guidelines%20and%20Manuals/GudInBntfOptnNwRstrctrd20160224.doc>

- Guidelines for the preparation of a business plan where a medical scheme is not meeting the statutory solvency requirements;
<http://www.medicalschemes.com/files/Guidelines%20and%20Manuals/SlvncyRqrmnts20160224.doc>
- Guidelines for the preparation of a business plan pursuant to an application for an amalgamation of medical schemes;
[http://www.medicalschemes.com/files/Guidelines and Manuals/GudlnSchmAmlgmtn20160224.docx](http://www.medicalschemes.com/files/Guidelines%20and%20Manuals/GudlnSchmAmlgmtn20160224.docx)
- Guidelines to the Board of Trustees for the submission of reinsurance contracts to the Registrar of Medical Schemes;
[http://www.medicalschemes.com/files/Guidelines and Manuals/GudlnRnsrncContrct20160224.doc](http://www.medicalschemes.com/files/Guidelines%20and%20Manuals/GudlnRnsrncContrct20160224.doc)
- Guidelines for the preparation of Standard Management Accounts
[http://www.medicalschemes.com/files/Guidelines and Manuals/GudlnPrepStdMngmntAcnts20160224.doc](http://www.medicalschemes.com/files/Guidelines%20and%20Manuals/GudlnPrepStdMngmntAcnts20160224.doc)

All medical schemes and other interested parties are kindly requested to provide the CMS with comments and suggestions in respect of these guidelines on or before 31 October 2016 to s.situnda@medicalschemes.com.

Your input will be highly appreciated.

Regards



TEBOGO MAZIYA
GENERAL MANAGER: FINANCIAL SUPERVISION UNIT
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