



COUNCIL FOR MEDICAL SCHEMES

Private Bag X34, HATFIELD, 0028
Hadefields Block E, 1267 Pretorius Street, HATFIELD

t: +27 (0)12 431-0500
f: +27 (0)12 430-7644

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

**Boards of Trustees
Principal Officers
Statutory return users**

t: +27 (0)12 431-0583

f: +27 (0)12 431-0683

Enquiries: L Sehularo

Date: Tuesday, 27 May 2008

Circular 12 of 2008

2008 quarterly statutory returns submissions

The Office of the Registrar would like to inform all Principal Officers and statutory return users that the 2008 quarterly statutory return online programme will be available on our website from Tuesday, 17 June 2008 (www.medicalschemes.com).

The same user names and passwords used for the 2007 quarterly returns will apply to the 2008 quarterly returns.

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

- two quarterly return documents – with the watermark “Final for Signature DD/MM/YYYY”;
- two sets of monthly management accounts; and
- detailed investment schedules, including a breakdown of all the underlying assets per institution.

In terms of Section 39 of the Medical Schemes Act 131 of 1998, the Principal Officer, Chairperson, and one other trustee signatory must sign these documents. The investment schedules should be signed off by the Principal Officer. The Office will regard the submission of the 2008 quarterly statutory return documentation as incomplete if any of the documents are not signed as required.

Chairperson: Prof. Nicky Padayachee Vice-Chairperson: Ms Gando Matyumza Chief Executive & Registrar: Patrick Masobe

A STATUTORY BODY ESTABLISHED IN TERMS OF THE MEDICAL SCHEMES ACT, 1998 (ACT 131 OF 1998)

In this regard, please 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 an Acting Principal Officer should be in line with the provisions of Section 57(4)(a) and 57(7) of the Act, and the appointment of the Acting Chairperson in line with the rules of the scheme.

Where applicable, a copy of the signed Board resolution should accompany the 2008 quarterly statutory return where another person was appointed.

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

The submission deadlines for the 2008 quarterly returns are:

<u>Quarter:</u>	<u>Period ended:</u>	<u>Deadline for submission:</u>
Quarter 1 of 2008	31 March 2008	25 July 2008
Quarter 2 of 2008	30 June 2008	29 August 2008
Quarter 3 of 2008	30 September 2008	14 November 2008
Quarter 4 of 2008	31 December 2008	13 February 2009

Your cooperation will be highly appreciated.

Tebogo Maziya
Head: Financial Supervision
Council for Medical Schemes