



## COUNCIL FOR MEDICAL SCHEMES

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Enquiries: Glenda Mosley  
12 January 2009

### Circular 2 of 2009

#### Statutory returns and administrator accreditation workshops

As a result of the changes to the South African Institute for Chartered Accountants accounting and auditing guide 2008, the 2008 annual return and the 2009 quarterly returns needed to be amended.

The Office of the Registrar of Medical Schemes will be presenting workshops to parties affected by these changes during March 2009. We are aware that this is the period when you are preparing for the annual audit of your schemes, but we would like to encourage you to attend these workshops.

These workshops will inter alia cover the changes to the annual return and quarterly returns, discuss problem areas identified during the previous annual and quarterly return analysis processes, and address concerns raised by the users of these returns. In addition proposed new platform for returns will be discussed.

The administrator accreditation process and relating contracts with schemes will also be discussed. Please refer to the attached agenda for more details on the topics that will be covered.

These workshops are scheduled for:

04 March 2009 – Cape Town (08h30 - 14h00)  
06 March 2009 – Johannesburg (08h30 - 14h00)

Attendance is **free of charge**.

Chairperson: Prof. William Pick

Chief Executive & Registrar: Patrick Masobe

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

These workshops will be particularly beneficial to those responsible for preparing, completing and submitting returns. Auditors can also benefit from attending.

Please complete the attached registration form and send it to Glenda Mosley at [g.mosley@medicalschemes.com](mailto:g.mosley@medicalschemes.com), contact her on 012 431 0420 or fax her on 012 431 0618 **before Friday, 06 February 2009**. Please ensure that you book early to avoid disappointment since we only have a limited number of seats available.

Should you have any queries, feel free to contact Glenda on the above contact details provided.

Kind regards



**T Maziya**  
**Head: Financial Supervision Unit**  
**Council for Medical Schemes**

**Agenda for the statutory returns &  
administrator accreditation workshop**

<b>Duration</b>	<b>Topic</b>
<b>08h30 - 09h15</b>	<b>Tea / registration</b>
<b>09h15 - 09h30</b>	<b>Course objectives</b>
<b>09h30 - 10h15</b>	<b>Annual returns</b>
<b>10h15 - 11h00</b>	<b>Quarterly returns (IT)</b>
<b>11h00 – 11h20</b>	<b>Tea</b>
<b>11h20 – 12h00</b>	<b>Administrator accreditation process</b>
<b>12h00 – 12h30</b>	<b>Broker remuneration management</b>
<b>12h30</b>	<b>Lunch</b>

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**Statutory returns & administrator accreditation workshop**  
**04 March 2009 Cape Town**  
**06 March 2009 Johannesburg**

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