



Principal Officers  
Boards of Trustees  
Statutory return users  
Other stakeholders

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## Circular 17 of 2009

### 2009 quarterly statutory returns submissions

The Office of the Registrar would like to inform all Principal Officers and statutory return users of the 2009 quarterly statutory return online program which will be available on our website from 11 August 2009 ([www.medicalschemes.com](http://www.medicalschemes.com)).

Only the Principal Officer and main administrator users will be transferred to the new statutory return system. These users may then provide access to other users, as necessary.

To complete the quarterly returns for 2009, users must log into the statutory returns portal on our website. On initial login the user must make use of their 2008 user name and password. The user will then select the applicable period (quarter 1 of 2009). Once selected, the user will be provided with a system-generated password to log into the new statutory return system. The user will then use their original user name and the newly provided system-generated password to access the new statutory return system; the selection of the applicable period prompts the new statutory return login screen. Once logged in, the user will be prompted to change their password.

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

- two (2) quarterly return documents – indicating "Final DD/MM/YYYY";
- two (2) sets of monthly management accounts; and
- detailed investment schedules, including a breakdown of all the underlying assets per institution. Please also refer to Circular 7 of 2005 in this regard (<http://www.medicalschemes.com/publications/ZipPublications/Circulars/Circular7of2005.pdf>).

The Principal Officer, Chairperson, and one other trustee signatory in terms of section 39 of the Medical Schemes Act 131 of 1998 (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

A statutory body established in terms of the  
Medical Schemes Act, 1998 (Act 131 of 1998)

Chairperson: Prof. W Pick Acting Registrar & CEO: P Matshidze



of the 2009 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 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 of Trustee resolution, where another person was appointed, should accompany the 2009 quarterly statutory return.

In order to enhance *Part 3.1: Investments*, and assist users in the completion thereof, the Office has published lists of assets per category on our website (<http://www.medicalschemes.com/publications/publications.aspx?catid=5>). Please note that these lists serve as a guideline only as the scheme will have more details available in respect of specific investments and the nature of the underlying assets:

1. banks with net qualifying capital and reserve funds greater than R5 billion;
2. banks with net qualifying capital and reserve funds greater than R100 million;
3. corporate institutions traded on the Bond Exchange of South Africa (BESA);
4. companies listed in the Development Capital and Venture Capital Sectors of the Johannesburg Stock Exchange (JSE);
5. companies listed on the JSE with market capitalisation of more than R50 billion;
6. companies listed on the JSE with market capitalisation of R5-50 billion; and
7. a list of registered insurers.

Your attention is drawn to the provisions of Section 66(3) of the Act in terms of which any medical scheme which 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 on which the failure to comply 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 2009 quarterly returns are:

<u>Quarter:</u>	<u>Period ended:</u>	<u>Deadline for submission:</u>
Quarter 1 of 2009	31 March 2009	4 September 2009
Quarter 2 of 2009	30 June 2009	4 September 2009
Quarter 3 of 2009	30 September 2009	13 November 2009
Quarter 4 of 2009	31 December 2009	19 February 2010

Your cooperation will be highly appreciated.

**JULINDI SCHEEPERS**  
**ACTING HEAD: FINANCIAL SUPERVISION**  
**COUNCIL FOR MEDICAL SCHEMES**