

Principal Officers
Boards of Trustees
Other relevant stakeholders

Ref: Standard guidelines
Enq: Shiksha Singh
t: +27 (0)12 431 0572
f: +27 (0)12 431 0672
e: s.singh@medicalschemes.com
Date: 23 July 2009

Circular 20 of 2009

Standard guidelines

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

- guideline for the preparation of a business plan pursuant to an application for a new/restructured benefit option;
- guideline for the preparation of a business plan pursuant to an application for the amalgamation of schemes;
- guideline for the preparation of a business plan pursuant to an application for reinsurance in terms of Section 20 of the Medical Schemes Act 131 of 1998 (Act);
- guideline for the preparation of a business plan where a medical scheme is not meeting the statutory solvency in terms of Regulation 29 of the Act;
- guidelines for the preparation of a business plan pursuant to an application for the registration of a new medical scheme; and
- guidelines on standard management accounts.

The Office is in the process of enhancing these guidelines, which are currently published on our website www.medicalschemes.com under Publications – Guidelines and Manuals – Industry Guidelines – numbers 27 and 46-50.



All medical schemes are kindly requested to provide the Office with comments and suggestions in respect of these guidelines. All inputs should be forwarded on or before 21 August 2009 to s.singh@medicalschemes.com or alternatively send a fax to 012 431 0672.

Your assistance in this regard will be highly appreciated.

Kind regards

Julindi Scheepers
ACTING HEAD: FINANCIAL SUPERVISION
COUNCIL FOR MEDICAL SCHEMES