



Principal Officers  
Boards of Trustees  
Statutory Return users  
Auditors  
Other stakeholders

Ref: Auditor Questionnaire 2010  
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## AUDITOR APPROVAL IN TERMS OF SECTION 36(2) OF THE MEDICAL SCHEMES ACT

The Office would like to inform all users of the auditor questionnaire that the questionnaire for the 2010 financial year is available on our website ([www.medicalschemes.com](http://www.medicalschemes.com)).

### 1) Confirmation of scheme users

All schemes/administrators are requested to confirm the following information with the Office:

- The name and surname of the **scheme users** who should have access to the 2010 auditor approval system.

Scheme users are responsible for registering the scheme on the auditor approval portal on our website.

Given the regular rotation of users in schemes, the Office wants to ensure that people accessing the system are authorised to do so by their relevant schemes. Therefore, scheme/administrator officials with the appropriate authority should confirm all users.

Please note that this is not part of the registration process but merely a confirmation of user status. All users are required to register online every year.

### 2) Username and passwords

#### *Scheme user:*

- All users would need to register again, as the usernames and passwords used in respect of the 2009 auditor questionnaire will not apply to the 2010 questionnaire.
- All scheme users should register on the auditor approval portal on our website, by making use of the register function on the login screen. Your username and password will be e-mailed to you after the Office has verified your authorisation (see paragraph 1).
- Users can register for multiple schemes.





*Auditor user:*

- The auditors are registered automatically when the scheme completes and submits Part A of the questionnaire.
- The auditor will then receive a username and password which will enable them to access Part B, C and D of the questionnaire for completion.

### **3) Data roll over from 2009 to 2010**

There are currently four categories in Part A of the questionnaire. Whenever a scheme user selects one of the four categories, different sections from the previous year will roll over to the current year depending on the selection.

- Is it a re-appointment of an audit firm and engagement partner?  
All data in the 4 sections will roll over
- Is it a new appointment of audit firm?  
No data will roll over
- Is it an appointment of a new engagement partner?  
Roll over of data in Part B only
- Is it an approval required by the Registrar?  
No data will roll over

*Change of audit partner:*

The following steps should be followed where the scheme changes the engagement partner:

- The scheme should notify the Office of the proposed change and Part A of the Auditor Questionnaire will be unlocked.
- The scheme user should remove the old audit partner from the system and assign the new partner.

**For more information on the completion of the auditor approval questionnaire, please view our Help File on the auditor approval portal under the "Assistance" tab.**

### **4) Submission of documents**

The following documents must be physically submitted to the Office of the Registrar by 30 July 2010, to ensure a complete submission:

- The 2010 auditor approval questionnaire (signed by the auditor);
- A letter from the scheme confirming the name of the audit firm and the engagement partner;
- Annual General Meeting minutes indicating the appointment or reappointment of an audit firm or a resolution by the Board of Trustees as per the scheme's rules; and
- Where applicable, the required reports in terms of section 36(5)(c).



Schemes are ultimately responsible for ensuring that all required documents are timeously delivered to the Office.

The deadline for the submission of the 2010 auditor questionnaire is **30 July 2010**. 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 with the prescribed documentation, shall be liable to a penalty of R1 000.00 (one thousand rands) for every day, which the non submission continues. Please note that the deadline applies to the receipt of the signed documents by the Office and not merely the electronic submission.

Your cooperation in this regard will be highly appreciated.

pp *Tebogo Maziya*

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