



Board of Trustees
Principal Officers
Administrators of medical schemes

Ref: Schemes' details/information
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Date: 23 July 2010

Circular 37 of 2010: Notice to schemes to provide information and/or contact details required in terms of the Medical Schemes Act 131 of 1998

Notwithstanding any other prevailing legislation and as a follow-up from our Circular 9 of 2009, medical schemes would be deemed to not have complied with the provisions of Regulation 2(1)(c)(e) & (g) if the necessary information and correct contact details are not submitted to this Office as and when they occur. Regulation 2(1)(m) further provides for the Registrar to call for any other information deemed necessary for the registration or continued monitoring of a medical scheme.

The information to be provided in terms of Section 39(1) must include:

1. The scheme's physical and postal address. The physical address must always be in the Republic of South Africa.
2. The names and contact details of the Principal Officer and all members of the Board of Trustees. Their contact details must include accessible telephone numbers, facsimiles, e-mail addresses, physical and postal addresses.
3. CVs of all newly appointed/elected Trustees and Principal Officer, which must always include the contact details mentioned above including their ID numbers. Notices of appointment/election which indicate the date of appointment/resignation must always be on the scheme's letterhead.
4. Notice of any resignations and/or terminations of any member(s) of the executive and/or the Board.
5. Advanced notice of the cancellation of the administration contract as well as a proper demonstration of the schemes compliance with Regulation 19 and with Board Notice 73 of 2004 in its engagement of a fair and reasonable process in appointing a new administrator.
6. To avoid duplication and/or discrepancies only one person, nominated by the Board, will be allowed to submit changes on behalf of a scheme.
7. The submissions for the annual/quarterly returns, all changes must be submitted when they occur. Those submitted just prior to the deadline, for submission of returns, and not when they actually occurred will be processed on a first come first serve basis.

Should you require any further clarification in this regard, please contact Ms Lindiwe Twala (l.twala@medicalschemes.com).

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

Chairperson: Prof. W Pick Registrar & CE: Dr M Gantsho



Kindly note that requests deemed immaterial will not be entertained during the period of statutory return analysis.

Schemes are once again reminded that all registered rules requiring amendments must comply with the provision of Section 31(3). Any requests not meeting this requirement will not be attended to, and will be returned to the scheme. This would result in the schemes rule amendments being considered in the order of receipt ignoring the original submission date.

Schemes should bear in mind that notification of changes are required when they take place, and that the updates will be processed on a first come, first serve basis. Kindly note that the submissions of these documents/information is mandatory; transgression hereof would result in the scheme being non-compliant in terms of Section 66.

Your cooperation is appreciated.

Yours sincerely

P PREMA
HEAD: BENEFITS MANAGEMENT