



COUNCIL FOR MEDICAL SCHEMES

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30 April 2009

Circular 9 of 2009

Submission of medical schemes information

The Council for Medical Schemes (CMS), in its effort to provide appropriate and excellent service and oversight to medical schemes and their beneficiaries, requires all schemes to provide relevant information and contact detail updates as and when they happen. The information is necessary in particular for the statutory return purposes (in terms of section 37 of the Medical Schemes Act 131 of 1998), which require that the correct information be made available to this Office at the time the analyses are carried out.

Your attention is drawn to the following legislative requirements in respect of this request:

- Regulation 2(1)(c) requires physical and postal addresses to be provided when a medical scheme is registered.
- Regulation 2(1)(e) requires schemes to provide the contact details and curriculum vitae of Principal Officers and Boards of Trustee members when the scheme is registered.
- Regulation 2(1)(g) requires schemes to provide the name(s) and address(es) of the person who will be administering the scheme.
- Regulation 2(1)(m) provides for the calling of any other information by the Registrar which s/he might deem necessary for the registration of a medical scheme.

Chairperson: Prof. William Pick

Acting Chief Executive & Registrar: Patrick Matshidze

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

Compliance with the provisions above does not end at the time when the scheme is registered but should be carried forward as new information emerges. Schemes will still be required to submit the necessary rule amendments in terms of section 31 for changes of the medical schemes' physical addresses.

Schemes are therefore required to submit the following information, in terms of section 39(1), as and when the changes occur:

- the current physical and postal addresses of the scheme;
- the names and contact details of the scheme's Principal Officer and all trustees on its Board. The details should include the telephone and facsimile numbers, e-mail addresses, and physical and postal addresses;
- the curriculum vitae of newly elected/appointed trustees and Principal Officers, which include the details above. Accompanying letters indicating the appointment/election dates on the scheme's letter head; and
- trustees' resignation and appointment/election dates.

No requests for changes will be entertained by the Office of the Registrar at the time of the statutory return analyses period if they are immaterial, e.g. change from upper case to lower case or changing from an initial (e.g. M) to a full name (e.g. Martin).

Only those changes that are considered material at the time of the statutory return analyses period will be attended to, e.g. correction of a misspelled surname or name.

Note that the submission of this information is mandatory and schemes are referred to the provisions of section 66(3) read together with Regulation 32, where a contravention is tantamount to R1 000 daily penalty for as long as the transgression continues.

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

Your cooperation in this regard is highly appreciated.

Yours sincerely



KP MATSHIDZE
ACTING REGISTRAR
COUNCIL FOR MEDICAL SCHEMES

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