



COUNCIL FOR MEDICAL SCHEMES

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[Http://www.medicalschemes.com](http://www.medicalschemes.com)

**TO ALL PRINCIPAL OFFICERS, BOARD OF TRUSTEES OF
ALL MEDICAL SCHEMES AND STATUTORY RETURN
USERS**

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Enquiries: L Sehularo

Date: 27 May 2008

Circular No 12 / 2008

2008 QUARTERLY STATUTORY RETURNS SUBMISSIONS

The Office would like to inform all principal officers and statutory return users of the 2008 quarterly statutory return online program will be available on our website from the 17 June 2008 (www.medicalschemes.com).

The same usernames and passwords used for the 2007 quarterly returns will apply to the 2008 quarterly returns.

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

- Two quarterly return documents – with the watermark “Final for Signature DD/MM/YYYY”.
- Two sets of monthly management accounts.
- Detailed investment schedules including a breakdown of all the underlying assets per institution.

The Principal Officer, Chairperson and one other trustee signatory in terms of section 39 of the 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 of the 2008 quarterly statutory return documentation as incomplete, if any of the documents are not signed as required.

Chairperson: Prof. Nicky Padayachee Vice-Chairperson: Ms Gando Matyumza Chief Executive & Registrar: Patrick Masobe

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

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 inline with the provisions of section 57(4)(a) and 57(7) of the Medical Schemes Act, and the appointment of the acting Chairperson inline with the rules of the scheme.

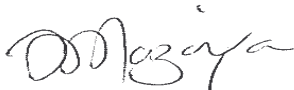
Where applicable, a copy of the signed board of trustee resolution, where another person was appointed, should accompany the 2008 quarterly statutory return.

Your attention is drawn to the provisions of section 66(3) of the Medical schemes Act, Act 131 of 1998, 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 rand) for every day, which the failure 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 2008 quarterly returns will be as follow:

<u>Quarter:</u>	<u>Period ended:</u>	<u>Deadline for submission:</u>
Quarter one of 2008	31 March 2008	25 July 2008
Quarter two of 2008	30 June 2008	29 August 2008
Quarter three of 2008	30 September 2008	14 November 2008
Quarter four of 2008	31 December 2008	13 February 2009

Your co-operation will be highly appreciated.



TEBOGO MAZIYA
HEAD: FINANCIAL SUPERVISION
COUNCIL FOR MEDICAL SCHEMES