

**To:****Principal Officers, Boards of Trustees,  
and auditors of medical schemes**

Ref: Auditor Approval  
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**Circular 14 of 2009****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 2009 financial year is available on our website ([www.medicalschemes.com](http://www.medicalschemes.com)).

**Confirmation of scheme users**

Schemes are requested to confirm the following information with the Office:

- The name and surname of the **scheme users** who should have access to the 2009 auditor approval system. Scheme users are responsible for registering the scheme by completing Part A (scheme section) of the auditor questionnaire and assigning the relevant audit firm. These users will also have a read-only access to Parts B, C and D of the questionnaire (auditor section).

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.

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.



## User name and passwords

### *Scheme user*

- All users need to register again, as the user names and passwords used in respect of the 2008 auditor questionnaire will not apply to the 2009 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 user name and password will be e-mailed to you.
- 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 user name and password which will enable them to access Parts B, C and D of the questionnaire for completion.
- 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.

## Submission of documents

The following documents must be physically submitted to the Office of the Registrar by 31 July 2009, to ensure a complete submission:

- the 2009 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) of the Medical Schemes Act.

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

The deadline for the submission of the 2009 auditor questionnaire is 31 July 2009. 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 R 1 000.00 (one thousand rand) for every day on 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.

**JULINDI SCHEEPERS**  
**ACTING HEAD: FINANCIAL SUPERVISION**  
**COUNCIL FOR MEDICAL SCHEMES**