



COUNCIL FOR MEDICAL SCHEMES

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

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Circular No 7 / 2005

SUBMISSION OF THE STATUTORY RETURNS

The Office would like to bring some matters to your attention regarding the submission of the hard copy statutory returns to the Office; as well as more details about the investment schedule that has to be submitted with all statutory returns.

The Office experienced a few late submissions of statutory returns due to the fact that schemes delivered the hard copies of the statutory returns to our post box on the submission deadline date; hence the returns only got to the Office after the submission deadline. We would therefore like to request schemes to please submit the hard copies of the returns to our physical address, where possible. Should this not be possible, it will be highly appreciated if the scheme could fax a copy of the courier slip to the Office within two days after the submission deadline.

During the analysis of the statutory returns, the Office had to repeatedly go back to the schemes to request additional information on the schemes' investments to test compliance with Annexure B of the Medical Schemes Act, as sufficient disclosure was not provided in the investment schedules submitted; this caused a delay in the analysis of returns. Schemes are therefore requested to submit at least the following information in the investment schedules:

- The bank institutions for all cash investments (including all current bank accounts). Please note that should the investment portfolios have a 'trading account', the scheme should indicate at which bank institution these accounts are held.
- The name of the institutions which issued all bills, bonds, securities or any other money market investments. Please note that the scheme should also clearly indicate the type of money market instrument.



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- A full list of every single property investment. The scheme should also submit the names of all property companies in which they invest.
 - A detailed list of all the companies in which any equity investments are held.
 - The underlying assets of all policies of insurance. These underlying assets should be disclosed to the same extent as the other individual investments described above. The disclosure of the underlying assets will also apply to all unit trust investments as well as any collective investment scheme (i.e. wrap funds, funds of funds etc.)
 - Some investment portfolios refer to percentage holdings in 'other assets' or 'international assets', please note that the full details of these categories should be submitted.

Your co-operation in this regard will be highly appreciated.

Yours faithfully,

FT MOTHABI
HEAD: FINANCIAL SUPERVISION
COUNCIL FOR MEDICAL SCHEMES