



CIRCULAR

Reference: 2021 Quarterly Statutory Return
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Circular 5 of 2022: Quarterly Statutory Returns Submission for 2021

The Council for Medical Scheme (CMS) would like to inform all Principal Officers and statutory return users that the Quarter 4 of 2021 (Q4 of 2021) statutory return will be available [here](#) as of 14 January 2022.

The submission deadline for the 2021 quarterly return is:

Quarter	Period ended	Go live date	Deadline for submission
Quarter 4 of 2021	31 December 2021	14 January 2022	18 February 2022

With reference to [Circular 27 of 2014](#), schemes should notify the Office of the Registrar about any changes in Part 1 of the statutory return when they take place. Scheme will be given three (3) weeks from date of going live in which to verify/request changes to Part 1. **The deadline for Part 1 changes for Q4 of 2021 is 04 February 2022.**

Help Files available

The links to the following files will assist users in completing the quarterly return:

- [2021 Quarterly Return help file.pdf](#)
- [2021 CMS standardised electronic management account help file.pdf](#)
- [CMS standardised electronic management account template v1907.xlsx](#)
- [CMS standardised investment reconciliation v1908.xlsx*](#)

Refer to the CMS website for the following guidelines on the categorisation of assets:

1. [Registered banks as at 31 December 2020 for Annexure B purposes;](#)
2. [Securities listed on the JSE as at 31 December 2020: classification for Annexure B purposes;](#)
3. [Bonds listed on the JSE Debt Market as at 31 December 2020: classification for Annexure B purposes;](#)
4. [Registered insurers as at 31 December 2020;](#) and
5. [ASISA list of Collective Investment Schemes as at 30 September 2020.](#)

Please note that these publications serve as a guideline only, as the scheme will have more details available in respect of specific investments and the nature of the underlying assets. It should be noted that the purpose of these Guidelines is to provide guidance on the categorisation of assets in accordance with Annexure B to the Regulations, and not to highlight any non-compliance matters. Schemes should ensure compliance with not only the limitations imposed by Annexure B, but also the various Sections of the Act.

Supporting documentation attesting to any new classification must be submitted in the event where a scheme categorises any investment in Part 3.1 differently from the categorisation provided for in the above guidelines.

The CMS has also published the following documents to aid in the identification of Sections 35(8)(c) and (d) non-compliance:

- [Accredited third-party administrators and their holding companies as at 31 December 2020](#); and
- [Accredited administrators and its accredited managed care organisations as at 31 December 2020](#).

Submission requirements

The following documentation must be electronically submitted to the CMS to ensure a complete submission of the statutory return:

- The quarterly return document signed via Signflow process;
- The scheme's corresponding monthly management accounts;
- CMS standardised electronic monthly management accounts;
- CMS standardised investment reconciliations; and
- Third party investment statements. Please also refer to [Circular 7 of 2005](#) in this regard.

PLEASE NOTE DUE TO THE CHALLENGES OF THE COVID-19 PANDEMIC, ONLY AN ELECTRONIC SUBMISSION IS REQUIRED.

The Principal Officer, Chairperson, and one other trustee must electronically sign the above-mentioned documents in accordance with Section 39 of the Medical Schemes Act 131 of 1998 (the Act). The investment schedules should be signed off by the Principal Officer. Medical schemes should note that the CMS will regard the submission of the 2021 quarterly statutory return documentation as incomplete if any of the documents is not signed as required.

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 in line with the provisions of Sections 57(4)(a) and 57(7) of the Act, while the appointment of the Acting Chairperson must be in line 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 2021 quarterly statutory return.

Attention is drawn to the provisions of Section 66(3) of the Act in terms of which, any medical scheme that fails to furnish the Registrar of Medical Schemes with the prescribed documentation shall be liable to a penalty of R1 400.00 (one thousand four hundred Rand) for every day on which the failure to comply continues.

Your co-operation will be highly appreciated.



Julindi Scheepers

Acting General Manager: Financial Supervision Unit

Council for Medical Schemes