



## CIRCULAR

Reference: 2022 Quarterly Statutory Return  
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Date: 01 July 2022

### Circular 36 of 2022: Quarterly Statutory Returns Submission for 2022

The Council for Medical Scheme (CMS) would like to inform all Principal Officers and statutory return users that the quarterly statutory return online program will be available [here](#) as of 30 June 2022.

The quarterly statutory return's web application is compatible with Chrome, Firefox and Edge web browsers.

The submission deadlines for the 2022 quarterly return are:

Quarter	Period ended	Go live date	Deadline for submission
Quarter 1 of 2022	31 March 2022	30 June 2022	29 July 2022
Quarter 2 of 2022	30 June 2022	26 August 2022	23 September 2022
Quarter 3 of 2022	30 September 2022	28 October 2022	25 November 2022
Quarter 4 of 2022	31 December 2022	20 January 2023	10 February 2023

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 Q1 of 2022 is 22 July 2022.**

#### **Help Files available**

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

- [2022 Quarterly Return help file.pdf](#)
- [CMS standardised investment reconciliation v2206.xlsx\\*](#)

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

- [Registered banks as of 31 December 2021](#)
- [Bonds listed on the JSE Debt Market as of 31 December 2021](#)
- [Securities listed on the JSE as of 31 December 2021](#)

- [ASISA list of Collective Investment Schemes as of 30 September 2021](#)

In respect of category 6 assets, please refer to the South African Reserve Bank's website for detailed information relating to insurers registered in the Republic.

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 of 31 December 2021](#)
- [Accredited administrators and its accredited managed care organisations as of 31 December 2021](#)

### **Submission requirements**

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

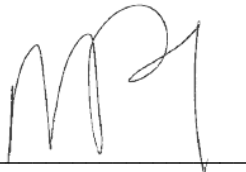
- The quarterly return document signed via Signflow process
- The scheme's corresponding monthly management accounts
- CMS standardised investment reconciliations. Please also refer to [Circular 7 of 2005](#) in this regard.
- Detailed third party investment schedules.

The Principal Officer, Chairperson, and one other trustee signatory in terms of Section 39 of the Medical Schemes Act 131 of 1998 (the Act) must electronically sign the quarterly return. Medical schemes should note that the CMS will regard the submission of the 2022 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 2022 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.



**Mr Mfana Maswanganyi**  
**Executive: Regulation**  
**Council for Medical Schemes**