



Reference: Regulation portals submission
 Contact person: Ms Neo Mninzelwa
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 Date: 12 January 2023

Circular 1 of 2023: Regulation portal submissions

The Council for Medical Schemes' Regulation Division has observed that most medical schemes submit applications/information required for various purposes using incorrect portals. In turn, this delays the processing of applications promptly.

To reduce delays, the division has streamlined its submission process and appointed dedicated contact persons to address queries in the relevant area. The following table outlines the portals and contacts when accessing and uploading documents:

Portal name	Sub-unit	Responsible person's email for enquiries	Link to FTP site and registration form
Annual General meeting documents	Regulation	Ms Neo Mninzelwa agm@medicalschemes.co.za	https://ftp.medicalschemes.com/login form: Registration Form
Benefit option changes, contribution increases and rule amendments	Benefits Management	Mr Wayne Davids benefitsmanagement@medicalschemes.co.za	https://ftp.medicalschemes.com/login form: Registration Form
Exemptions applications	Regulation	Ms Neo Mninzelwa exemptionapps@medicalschemes.co.za	https://ftp.medicalschemes.com/login form: Registration Form
New and renewal applications for accreditation by individual healthcare brokers and broker organisations	Broker Accreditation	Ms Moetinyana Mmolawa accreditequiries@medicalschemes.co.za	https://www.medicalschemes.com/AccreditationPortal
Routine inspection documents	Compliance & Investigations	Ms Thandiwe Baloyi-Motaung tbaloyi@medicalschemes.co.za	https://ftp.medicalschemes.com/login form: Registration Form

Applicants must use the correct username depending on the submission in order to avoid landing on the incorrect portal.

Yours sincerely,

Mr Mfana Maswanganyi
Executive: Regulation
Council for Medical Schemes