

COUNCIL FOR MEDICAL SCHEMES

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BROKERS, BROKER ORGANISATIONS, MEDICAL SCHEMES AND MEDICAL SCHEME ADMINISTRATORS

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CIRCULAR NO 2 of 2006

RENEWAL OF ACCREDITATION BY BROKERS AND BROKER ORGANISATIONS

In terms of Regulation 29B(9)(a), brokers and broker organisations must apply for renewal of accreditation within a period of 3 months prior to the date of expiry of their accreditation. In order to assist applicants in renewing accreditation timeously, we have introduced a system whereby all brokers and broker organisations will be reminded 4 months in advance by sms or e-mail to renew accreditation.

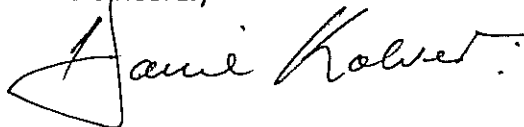
Please note that the concession granted whereby applicants could apply for renewal for a period of 3 months from date of expiry has been reviewed against the legal provisions and is hereby withdrawn with effect from 1 March 2006. This will have the following effect:

1. All applicants must ensure that their applications for renewal and documentary proof of payment of the prescribed fees reach this office within the prescribed period to ensure continuous accreditation. The relevant document is available from the website www.medicalschemes.com under the heading "**Publications/Application forms**".
2. This office will forthwith accept submission of **renewal applications** by fax transmission to dedicated numbers of analysts and therefore speed up the process. However, if faxed copies are provided, you are urged not to provide duplicate documents by mail or otherwise. The analysts and their respective fax numbers are as follows:

Name	Responsibility	Direct faxline number	e-mail address
Ms Florence Maphanga	Broker organisations	012-4310620	f.maphanga@medicalschemes.com
Ms Susan Malakoane	Individual brokers	012-4310622	s.malakoane@medicalschemes.com
Ms Brenda Ntanda	Individual brokers	012-4310666	b.ntanda@medicalschemes.com

3. New or first time applications for accreditation with supporting documents must continue to be submitted as original documents and can either be posted or hand delivered to this office.
4. Late applications for accreditation renewal may result in a break in accreditation status since this office is not in a position to backdate accreditation. Brokers are not entitled to remuneration during any period they are not accredited and the database will reflect at all times the accreditation status of brokers.
5. Medical schemes will therefore no longer provide for payment of broker fees on the basis that continuous accreditation will take place within 3 months of date of expiry.
6. Applications for renewal received after the date of expiry will in future not be dealt with as a renewal. In those instances, brokers will be required to re-apply for accreditation and to provide all supporting documents.
7. Failure to renew accreditation will result in the name of the broker/ broker organisation being removed from the database. The details will be transferred to a list of cancelled brokers on the Council website for the information of stakeholders.
8. This office is occasionally criticized for delaying accreditation processes. Before accreditation can be finalised, statutory payments need to be verified. Therefore, if cheque payments are made to this office, verification can take up to 10 working days as clearance needs to be provided by the respective financial institutions. To fast track the process and eliminate the need for confirmation of clearance, we recommend that payments be made via direct deposits and that proof of such deposits be submitted with other relevant documentation when applying for accreditation.

Yours sincerely



HEAD OF ACCREDITATION