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Government Printing Works

Notice submission deadlines

Government Printing Works has over the last few months implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submit your notice request.

In line with these business rules, GPW has revised the notice submission deadlines for all gazettes. Please refer to the GPW website www.gpwonline.co.za to familiarise yourself with the new deadlines.

CANCELLATIONS

Don't forget!

Cancellation of notice submissions are accepted by GPW according to the deadlines stated in the table above.

Non-compliance to these deadlines will result in your request being failed. **Please pay special attention to the different deadlines for each gazette.**

Please note that any notices cancelled after the cancellation deadline will be published and charged at full cost.

Requests for cancellation must be sent by the original sender of the notice and must be accompanied by the relevant notice reference number (N-) in the email body.

AMENDMENTS TO NOTICES

take note!

With effect from 01 October, GPW will not longer accept amendments to notices. The cancellation process will need to be followed and a new notice submitted thereafter for the next available publication date.

CUSTOMER INQUIRIES



Many of our customers request immediate feedback/confirmation of notice placement in the gazette from our Contact Centre once they have submitted their notice – While GPW deems it one of their highest priorities and responsibilities to provide customers with this requested feedback and the best service at all times, we are only able to do so once we have started processing your notice submission.

GPW has a **2-working day turnaround time for processing notices** received according to the business rules and deadline submissions.

Please keep this in mind when making inquiries about your notice submission at the Contact Centre.

PROOF OF PAYMENTS



GPW reminds you that all notice submissions **MUST** be submitted with an accompanying proof of payment (PoP) or purchase order (PO). If any PoP's or PO's are received without a notice submission, it will be failed and your notice will not be processed.

When submitting your notice request to submit.egazette@gpw.gov.za, please ensure that a purchase order (GPW Account customer) or proof of payment (non-GPW Account customer) is included with your notice submission. All documentation relating to the notice submission must be in a single email.

A reminder that documents must be attached separately in your email to GPW. (In other words, your email should have an Adobe Form plus proof of payment/purchase order – 2 separate attachments – where notice content is applicable, it should also be a 3rd separate attachment).

REMINDER OF THE GPW BUSINESS RULES

- Single notice, single email – with proof of payment or purchase order.
- All documents must be attached separately in your email to GPW.
- 1 notice = 1 form, i.e. each notice must be on a separate form
- Please submit your notice **ONLY ONCE**.
- Requests for information, quotations and inquiries must be sent to the Contact Centre **ONLY**.
- The notice information that you send us on the form is what we publish. Please do not put any instructions in the email body.

IMPORTANT NOTICE:

THE GOVERNMENT PRINTING WORKS WILL NOT BE HELD RESPONSIBLE FOR ANY ERRORS THAT MIGHT OCCUR DUE TO THE SUBMISSION OF INCOMPLETE / INCORRECT / ILLEGIBLE COPY.

No FUTURE QUERIES WILL BE HANDLED IN CONNECTION WITH THE ABOVE.

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GENERAL NOTICES • ALGEMENE KENNISGEWINGS

DEPARTMENT OF HEALTH**NOTICE 305 OF 2016****COUNCIL FOR MEDICAL SCHEMES****MEDICAL SCHEMES ACT, 1998****FINANCIAL INSTITUTIONS (PROTECTION OF FUNDS) ACT, 2001****INVITATION TO INTERESTED PERSONS TO MAKE WRITTEN REPRESENTATIONS CONCERNING THE FOLLOWING INTENDED DECLARATION OF CERTAIN ELECTORAL AND VOTING PRACTICES FOR THE APPOINTMENT OF TRUSTEES OF MEDICAL SCHEMES IRREGULAR OR UNDESIRABLE PRACTICES BY THE PERSONS REFERRED TO, IN TERMS OF SECTION 7 OF THE FINANCIAL INSTITUTIONS (PROTECTION OF FUNDS) ACT, 2001 READ WITH SECTION 61 OF THE MEDICAL SCHEMES ACT, 1998**

- 1 In terms of section 7 of the Financial Institutions (Protection of Funds) Act, 2001, read with section 61 of the Medical Schemes Act, 1998, the Registrar of Medical Schemes hereby:
 - a. Publishes notice of the intention to declare certain electoral practices as irregular or undesirable practices in relation to the activities of medical schemes;
 - b. Invites interested persons to make written representations concerning the intended declaration so as to reach the Registrar within 21 days after the date of publication of this notice;
 - c. Advises that the final declaration will not be published until at least 60 days after the date of this notice.
- 2 Written representations must be addressed to: The Registrar of Medical Schemes (Attention: Sibonelo Cele), Block A, Eco Glades, 2 Office Park, 420 Witch-Hazel Avenue, Eco Park, Centurion, or email: s.cele@medicalschemes.com.

PURPOSE

- 1 Amongst the main purposes of the Medical Schemes Act, 1998 and of the Council for Medical Schemes and of the Registrar of Medical Schemes is to control the activities of medical schemes and to protect the interests of members of medical schemes at all times.
- 2 The board of trustees is charged with managing the affairs of a medical scheme. It is essential that democratic processes are used to appoint or elect fit and proper persons to hold such office of trust. In this regard, it is also essential to avoid the appointment of candidates whose personal interests or the interests of those promoting or ensuring their candidature and appointment are in conflict with the interests of beneficiaries of medical schemes and potential scheme members and the public interest.
- 3 Section 57 provides that 50% of the members of the board of trustees must be elected from amongst members and that employees, directors, officers, consultants or contractors of the administrator of the medical scheme concerned, or of the holding company, subsidiary, joint venture or associate of that administrator must not be members of the board of trustees of a medical scheme. The provisions are undermined:
 - 3.1 if the election of members' representatives is not conducted in a fair and democratic manner;

- 3.2 if the persons prohibited from being members of the board of trustees use their information, processes or influence to procure the election of members of the board of trustees who are beholden to or likely to be influenced by anyone prohibited from being a member of the board of trustees;
 - 3.3 if any person, who by virtue of services provided to a medical scheme has access to or possession of information and details of members of a medical scheme, uses members' information and details, and/or provides such details and information to another person, for purposes of election campaigning or influencing the nomination or the outcome of election of members of a board of trustees.
- 4 The practices that will be declared irregular or undesirable practices have been used by persons in order to appoint or influence the appointment of persons as members of the board of trustees.

DRAFT DECLARATION

In terms of section 7 of the Financial Institutions (Protection of Funds) Act, 2001 as read with section 61 of the Medical Schemes Act, 1998, the Registrar of Medical Schemes after consultation with the Council for Medical Schemes, and with the concurrence of the Council for Medical Schemes and the Minister of Health, declares that it is an irregular or undesirable practice for:

- 1 An employee, director, officer, consultant, associate of a person who renders contractual, administrative or intermediary services to a medical scheme including an administrator, or managed healthcare organisation of the medical scheme concerned, or of a broker, or of the holding company, subsidiary, joint venture or associate of any of those service providers, to:
 - 1.1 Approach any person to persuade them to stand as a candidate for election to be a member of the board of trustees of the medical scheme.
 - 1.2 Canvass for or obtain proxies for the appointment of any particular person to stand as a candidate for election to be a member of the board of trustees of the relevant medical scheme.
 - 1.3 Use -for the purposes of bringing about the election or the appointment of any particular person into becoming a member of the board of trustees of the medical scheme- of personal information of members in the possession of a service provider.
 - 1.4 Fund or organise the election of candidates for membership of the board of trustees of a medical scheme or campaign for the appointment of any particular members' representative to the board of trustees of the relevant medical scheme.
- 2 A person who renders contractual, administrative or intermediary services to a medical scheme including an administrator, or managed healthcare organisation or any employee, director, officer, consultant or contractor of such person acting on its behalf to approach any person or to procure proxies in favour of any person for the purposes of bringing about the appointment of that person as a members' representative on the board of trustees of the medical scheme concerned.
- 3 A medical scheme or any employee, director, officer, consultant or contractor of a medical scheme, to approach any employee of a medical scheme or to procure proxies in favour of any employee of a medical scheme for the purposes of bringing about the appointment of that employee as a members' representative on the board of trustees of the medical scheme concerned.
- 4 Any person who renders contractual, administrative or intermediary services to instruct or influence its employees to stand for election as a member trustee on the board of trustees of a medical scheme, or to vote for a particular person to be a member of the board of trustees of any medical scheme.

Note: The above practices do not apply to election practices required or permitted by the rules of the medical scheme concerned.

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