

LIBERTY MEDICAL SCHEME

We care. **For you**

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Procedure – Financial Advisers – Accreditation Toolkit (Brokers)

Brokers are not allowed to receive commission for selling medical scheme business unless they are registered with the Council for Medical Schemes. For registration, the Council now requires brokers to have a signed contract with the Medical Scheme.

Accreditation with the Council needs to be renewed every two years.

The Regulations to the Medical Schemes Act require individuals and organisations that provide service or advice on medical schemes to be accredited with the Council for Medical Schemes (CMS). The application form has a number of requirements, so to simplify the process for you we have listed the documentation you will need to submit to the CMS.

Note: These requirements are the CMS's requirements and may change from time to time.

Accreditation of an Organisation as a Broker:

1. Application Form: Accreditation of an organisation as a broker
2. Letter of intent from Liberty Medical Scheme to contract with the brokerage/Copy of broker agreement with the Liberty Medical Scheme
3. A copy of audited financial statements with notes thereto for the financial year preceding the application
4. Original certificate of good standing from the South African Revenue Services
5. Proof of Payment of the prescribed non-refundable application fee of R1,000
6. Copy of the Key Individual's CV
7. Proof of FSB License for category 1.16 (Health Benefits)

Accreditation of an Individual as a Healthcare Broker or Apprentice Healthcare Broker:

1. Application Form: Application as a Healthcare Broker or Apprentice Healthcare Broker
2. A copy of the applicant's identity document
3. A certified copy of the applicant's highest academic qualification
4. Letter of intent from Liberty Medical Scheme to contract with the broker/Copy of broker agreement with the Liberty Medical Scheme
5. Original certificate of good standing from the South African Revenue Services
6. References from Medical Schemes as an employer substantiating the period during which applicant conducted broker services
7. Proof of FSB License for category 1.16 (Health Benefits)
8. Proof of Payment of the prescribed non-refundable application fee of R1,000
9. If applying for the first time as an Apprentice Healthcare Broker, letter from your mentor saying that you are apprenticed to them, quoting their accreditation number

Renewal of an Organisation as a Broker:

1. Renewal application form: Accreditation of a Broker organisation
2. Proof of Payment of the prescribed non-refundable application fee of R1,000

Renewal of accreditation of a Broker:

1. Renewal application form: Individual Broker Accreditation
2. Proof of Payment of the prescribed non-refundable application fee of R1,000

The CMS strongly recommends electronic submissions of all applications. Applications together with supporting documentation can be submitted as follows:

Email: accredit@medicalschemes.com or **Fax:** (012) 431 0655

Who can I turn to for assistance?

Please speak to your regional Liberty Health Business Development Consultant if you do not understand the procedure.

Alternatively you can speak directly to the Council for Medical Schemes www.medicalschemes.com or Tel: (012) 431 0500.