



## CIRCULAR

Reference: Online Broker accreditation system  
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### Circular 3 of 2020: Introduction of an online application portal for accreditation and renewal of accreditation by individual brokers and broker organisations

The CMS is pleased to inform stakeholders that it is in the process of implementing an advanced online application portal. The system is designed to allow all applicants to complete and submit all broker applications for accreditation safely and securely.

The portal will go live on 20 January 2020 and will allow users to register and apply for accreditation. It will run concurrently with the existing manual system for three months, and thereafter all applicants will be required to use the new system.

#### Background

The Council for Medical Schemes (CMS) regulates brokers in terms of Section 65 of the Medical Schemes Act 131 of 1998 and Regulation 28 published in terms thereof.

Section 65 of the Medical Schemes Act provides as follows:

- (1) *No Person may act or offer to act as a broker unless the Council has granted accreditation to such a person on payment of such fees as may be prescribed-*
- (4) *An application for accreditation shall be made to the Council in the manner and be accompanied by such information as may be prescribed, and any other information as the Council may require-*

Applications for accreditation are currently made to the Accreditation Unit in writing by completing new or renewal application forms by individual brokers and broker organisations. The applications together with supporting documents are submitted either by email to [accredit@medicalschemes.com](mailto:accredit@medicalschemes.com) or delivered by hand at the CMS Head Office in Centurion, Pretoria.

Using the system

The portal can be accessed [here](#).

1. Accredited brokers and broker organisations that have access to the current portal, are required to use the "forgot your password?" link to reset the password.
2. A link with a password reset will be emailed.
3. All broker and broker organization details will be available on the portal.

In addition, individual brokers and broker organisations will be able to renew accreditation commencing four months before the expiry thereof. A secure accreditation certificate will be emailed automatically upon accreditation of the person or entity applying.

The CMS encourages all applicants to register and make use of the portal when applying for accreditation. The process is now simplified, secure, cost-effective, and faster.

Please direct all queries related CMS customer care centre on 0861 123 267.



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