

## Bankmed Board of Trustee nomination form

### Important information

All nominations must be submitted using the prescribed nomination form and all requirements contained in the form must be fulfilled to avoid the nomination being disqualified.

Please read the *Rules for Completion of the Nomination Form* enclosed with this communication.

As the Scheme has appointed BDO Advisory Services (Pty) Ltd ('BDO') as its Independent Electoral Body ('IEB'), all nomination forms must be delivered to the IEB either by hand, e-mail or fax. Delivery details are enclosed in the *Rules for Completion of the Nomination Form*.

Nomination forms may not be delivered to the Bankmed Scheme office nor the office of its Administrator, Discovery Health (Pty) Ltd ('DH'). Any nomination forms delivered to the Bankmed Scheme office or DH office, either by hand, e-mail or fax will be deemed invalid.

The duly completed nomination form, together with the required documents as specified in the *Rules for Completion of the Nomination Form*, must reach the IEB by no later than 12:00 (noon) on Friday, 28 February 2020. Nomination forms received after this date and time will not be considered.

For vetting purposes, the Nominee is required to submit the following documentation together with the completed nomination form:

- Detailed curriculum vitae
- Abridged curriculum vitae of no more than 100 words
- A certified copy of their identity document (not older than 3 months)
- A certified copy of their highest academic qualification, if applicable (not older than 3 months)
- A copy of their SARS personal tax clearance certificate (which may also be obtained online).

All queries related to the nominations and electoral processes must be directed to the IEB, at 010 590 7254 or e-mail [BankmedElection20@bdo.co.za](mailto:BankmedElection20@bdo.co.za) The IEB is the only party that will respond to any queries in respect of the Bankmed Trustee nomination and the electoral process.



**Section 2: Nomination seconded by (to be completed by the Seconders)**

Seconders must be Bankmed Principal Members, who are in good standing. All five seconders must sign below for your nomination to be considered valid. Failure to secure five seconders that meet the requirements will invalidate the submission.

	Secunder (full name and surname per ID book)	ID number	Bankmed membership number	Signature
1				
2				
3				
4				
5				

**Section 3: Disclosures (to be completed by the Nominee)**

*Please tick the relevant box for each question*

1. Has a South African Court ever declared you to be of unsound mind, and incapable of managing your affairs? *If yes, kindly provide details.*

Y	N
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2. Have you ever been declared insolvent, or have you surrendered your estate for the benefit of creditors?  
Have you applied for debt counselling or are you under debt review? *If yes, kindly provide details.*

Y	N
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3. Have you ever been convicted of a criminal offence (including the payment of an admission of guilt fine), in the Republic of South Africa or elsewhere, which may or may not have resulted in a period of imprisonment? *If yes, kindly provide details on the nature of the offence and the date of the conviction.*

Y	N
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4. Are you currently being prosecuted for any criminal offence in the Republic of South Africa or elsewhere? *If yes, kindly provide details on the nature of the offence.*

Y	N
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5. Have you ever been removed by the Court or any other lawful authority from any office of trust on account of misconduct? *If yes, kindly provide details of this.*

Y	N
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6. Have you ever been disqualified under any law or by any professional body from practising your profession? *If yes, kindly provide details on the nature and date of the disqualification.*

Y	N
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7. Have you ever been dismissed from your place of employment? *If yes, kindly include relevant dates, name(s) of the organisations and contact person(s).*

Y	N
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8. Are you facing litigation or other similar remedial action relating to your professional conduct or other unethical practice? *If yes, kindly provide details.*

Y	N
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9. Have you ever been disqualified under any law or under the Rules of Bankmed, or the rules of any other medical scheme or other institution, to hold the office of Trustee? *If yes, kindly provide details on the nature and date of the disqualification.*

Y	N
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10. Are you facing legal, disciplinary or other action that may result in your removal from office or a position of trust? *If yes, kindly provide details.*

Y	N
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11. Have you ever been declared ineligible or disqualified from becoming a director in terms of Section 69 of the Companies Act, Act No 71 of 2008 as amended? *If yes, kindly provide details.*

Y	N
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12. Are you currently holding any directorships or trusteeships, or have you previously held any directorships or trusteeships? *If yes, kindly provide details on the nature and dates of the directorships or trusteeships.*

Y	N
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*Should the space provided for your explanations not be sufficient, please feel free to attach additional explanations on a separate page.*



## Rules for Completion of the Nomination Form

1. The Bankmed Board of Trustees has appointed BDO as the Independent Electoral Body (IEB), who will manage and oversee the electoral process.
2. Because the Scheme has appointed BDO as its IEB, all nominations must be submitted directly to the IEB, using the official nomination form. Nomination forms may not be delivered to the Bankmed Scheme office nor the office of its Administrator, Discovery Health (Pty) Ltd (DH). Any nomination forms delivered to the Bankmed Scheme office or the DH office either by hand, e-mail or fax, will be disqualified.
3. Only Principal Members in good standing with Bankmed may nominate other Principal Members (Nominees), also in good standing, and only Principal Members in good standing with Bankmed may second a nomination. All parties must sign the nomination form.
4. 'In good standing' means that a member's membership has not been suspended in terms of the Bankmed Scheme Rules.
5. Only Principal Members in good standing with Bankmed are eligible to stand for election. Nominees must be in good standing from the date of closing of the call for nominations and remain so until the closing date of the elections.
6. Principal Members may not nominate themselves to stand for election.
7. The nomination form must also be signed by the Nominee (the person being nominated to stand for election), indicating his/her acceptance of the nomination to stand for election. The Nominee must answer all relevant questions, submit all the required documentation and make all the necessary disclosures as indicated on the nomination form.
8. The duly completed and signed nomination form, signed by the Nominator, Seconders and Nominee, must be accompanied by detailed *curriculum vitae* of the Nominee. The nomination form must be completed fully and correctly, to ensure that the nomination can be considered. Failure to complete the nomination form, or the failure to provide any documentation requested as part of the nomination process, may nullify the nomination.
9. For vetting purposes, the Nominee is required to submit the following documentation, together with the completed nomination form:
  - Detailed curriculum vitae
  - Abridged curriculum vitae of no more than 100 words
  - A certified copy of their identity document (not older than 3 months)
  - A certified copy of their highest academic qualification, if applicable (not older than 3 months)
  - A copy of their SARS personal tax clearance certificate (which can also be obtained online)
10. The duly completed nomination form, together with the required documents as specified above, must reach the IEB by no later than 12:00 (noon) on Friday, 28 February 2020. Nomination forms received after this date and time will not be considered. These nomination forms should be



submitted by means of the relevant channels as stipulated in this document.

11. The nomination form and the documents set out in item 9 of this document, may be forwarded to the IEB either by:
  - E-mail (in PDF format) to [BankmedElection20@bdo.co.za](mailto:BankmedElection20@bdo.co.za);
  - Fax at 010 590 7252; or
  - Physically delivered, in an envelope marked Bankmed 2020 Trustee Elections, for the attention of Mr Anthony Pillay: Senior Manager (Risk Advisory Services - Johannesburg), to any of the following BDO offices:
    - BDO Johannesburg, Wanderers Office Park, 52 Corlett Drive, Illovo;
    - BDO Roodepoort, Unit B5, Clearview Office Park, 77 Wilhelmina Avenue, Allen's Nek, Roodepoort;
    - BDO Pretoria, Building 5, Summit Place Office park, 221 Garsfontein Road, Menlyn;
    - BDO Durban, Rydallviews Building, 5A Rydall Vale Office Park, 38 Douglas Saunders Drive, La Lucia Ridge, Durban;
    - BDO Nelspruit, 36 Murray Street, Chereson Office Park, Nelspruit;
    - BDO Cape Town, 6<sup>th</sup> Floor, 119-123 Hertzog Boulevard, Foreshore, Cape Town;
    - BDO Stellenbosch, Block 2 Blaauwklip Office Park, Webersvallei Road, Jamestown, Stellenbosch;
    - BDO Port Elizabeth, 106 Park Drive, Port Elizabeth.
12. The abovementioned BDO offices will only be open between 08:00 and 16:30, Mondays to Fridays. They are closed on Saturdays, Sundays and public holidays.
13. All queries that pertain to the nomination and electoral processes must be directed to the IEB on 010 590 7254 or e-mail: [BankmedElection20@bdo.co.za](mailto:BankmedElection20@bdo.co.za). The IEB is the only party that will respond to any queries in respect of the Bankmed Trustee nomination and the electoral process.

Kindly adhere to the nomination and submission process as set out in this document.