



Polmed Board of Trustees Election: 2018

NOMINATION INFORMATION SHEET

INTRODUCTION

Composition of the Board

In terms of the Polmed Rules ("Rules") the Polmed Board of Trustees ("Board") is made up of fourteen members. The National Commissioner of the South African Police Services ("SAPS") designates seven of the trustees ("Employer Representatives"), and Polmed members elect the other seven trustees ("Elected Members of the Board"). Five of the Elected Members of the Board must be serving members, while the other two must be continuation members.

Polmed Rules stipulate further that the Board must be constituted in a manner that reflects the Polmed's gender and racial composition. Currently, the Polmed membership is deemed to be composed of 60% males, and 40% females, as well as 70% blacks (inclusive of Coloureds and Asians), and 30% white.

Election Process

The Rules prescribe that the Elected Members of the Board be appointed through a democratic, transparent, and credible election process. The election process is conducted in three phases; namely **Nomination** and **Pre-AGM** and **Voting Phases**. The nomination phase is an opportunity for members to put forward names of willing, suitably qualified and eligible persons to become candidates for election as trustees. The Pre-AGM and AGM Voting Phases follow after the Nomination Phase and are an opportunity for members to vote for their preferred candidates from the full list that will be appearing on their ballot papers. Detailed information and procedures on the Voting Phases will be made available once the nomination phase has been completed.

CANDIDATE NOMINATION PROCESS

Board Vacancies

Board members are elected for a fixed term of office at the end of which they retire, or are re-elected. The terms of office of **one white male Continuation Members' Trustee** and **one black female Serving Members' Trustee** have expired. The two vacancies are due to be filled through a democratic and transparent election process which shall be concluded at the Polmed Annual General Meeting ("AGM") on the 12th of July 2018.

Eligibility to Participate in the Election Process

Polmed Rules prescribe that only principal members 'in good standing' with the Scheme are eligible to nominate, and/or vote in this election. **Dependents are therefore not eligible to participate in this election.** For purposes of this election, 'in good standing' means all members whose membership benefits have not been withdrawn/suspended. Their names must accordingly appear on the Polmed membership list at the start of the election process.

Eligibility to be Nominated as a Candidate

Only Continuation members can stand as candidates for election as Continuation Members' Trustees, and only Serving members can stand as candidates for election as Serving Members' Trustees.

In terms of the Polmed Rules, the following persons are **not eligible** to serve as members of the Board of Trustees:

- a. A person under the age of 21 years;
- b. An employee, director, officer, consultant, or contractor of the Administrator of the Scheme or holding company, subsidiary, joint venture or associate of the Administrator;
- c. A person, including a legal person, associated with the administrator of the Scheme or of any controlling company subsidiary company of the Administrator;
- d. A broker;
- e. The Principal Officer of the Scheme;
- f. The auditor of the Scheme;
- g. A Dependent;
- h. Any person who is the subject of any order under any law disqualifying him from being a Trustee of Director;
- i. An unrehabilitated insolvent;
- j. Any person removed from an office of trust on account of misconduct;
- k. Any person who has at any time been convicted (whether in the Republic or elsewhere) of theft, fraud, forgery, uttering a forged document, perjury, an offence under the Prevention and Combating of Corruption Activities Act, 2004 (Act No. 12 of 2004), or any offence involving dishonesty, or in connection with the promotion, formation or management of a company, and has been sentenced for it to imprisonment without the option of a fine, or to a fine exceeding one thousand rand (R1000,00)
- l. Any person who has, in terms of the Act of Parliament, been removed from the office for not being a fit and proper person to serve as a director or in the management or in any other position of trust of the body in question, an offence under the Prevention and Combating of Corruption Activities Act, 2004 (Act No. 12 of 2004), or any offence involving dishonesty;
- m. Any person who is mentally ill or incapable of managing his affairs;
- n. Any person who has been declared insolvent or has surrendered his estate for the benefit of his creditors;
- o. Any person who has been removed by a Court or any other body or any institution from any office of trust on account of misconduct;
- p. Any person who is disqualified under law from carrying on his profession; and
- q. Any person who has been removed from office by the Council of Medical Schemes in terms of Section 46 of the Act.

PROCEDURES PERTAINING TO THE SUBMISSION OF CANDIDATE NOMINATIONS

Completion of Candidate Nomination Forms

Completion of Candidate Nomination Forms To qualify as a candidate, a nominated person ("Nominee") must receive a total of no less than **fifty (50) valid nominations** from other eligible Polmed members. **Self-nomination is therefore not regarded as a valid nomination.**

Nominations must be submitted using the official nomination form which is included as part of this Nomination Information Sheet. Nomination forms are also available both on the Polmed website, www.polmed.co.za, and on request from the **Returning Officer** by fax on **086 501 6108**, or e-mail to **polmed@kdb.co.za**.

The nominating member ("Proposer") must fully complete all sections of the nomination form as follows:

- The name, South African ID number, and contact number of the **White Male Continuation Members' Nominee** must be fully completed in **Section 1** of the nomination form;
- The name, South African ID number, and contact number of the **Black Female Serving Members' Nominee** must be fully completed in **Section 2** of the nomination form; and
- The name, South African ID number, and contact number of the **Proposer** must be fully completed in **Section 3** of the nomination form.

Incomplete nomination forms may render the nomination invalid.

Submission of nomination forms

Completed nomination forms must be received by the Returning Officer on, or before **17h00, 31 May 2018**. Nomination forms may be submitted through any of the following methods:

Fax to : **086 501 6108**
E-mail (scanned copies only) to : **polmed@kdb.co.za**

Procedures Pertaining to Acceptance of Nomination and Submission of Nominee CVs

To enable screening and verification, **nominees are required to sign at least one nomination form**, and to submit it together with the following documents:

- a. A completed **Nomination Acceptance Form** on which they must declare their eligibility to serve as board members; and declare their **race and gender**;
- b. A completed **LexisNexis Consent and Indemnity Form** which grants Polmed and its agents permission to conduct verification checks on their eligibility to hold an office of trust as stipulated in the Polmed Rules;
- c. A concise **personal statement ("CV")** for inclusion in the Voting Information Pack. For the purposes of the election, a CV is a typed statement with maximum 150 words using type face font Arial 12;
- d. A certified copy of the nominee's ID;
- e. Certified copies of all qualifications that are included in the CV.

Screening and Validation of Nominations

Upon closure, candidate nominations shall be scrutinised to test the nomination compliance with procedural requirements as well as the Polmed Rules. Thereafter, the names of all successfully nominated candidates shall be placed on the ballot paper for voting purposes.

VOTING PROCESS

Pre-AGM Voting and AGM Voting

Pre-AGM Voting shall take place on the 28th of June 2018 at designated **police stations throughout the country, selected SAPS colleges and academies, as well as at the SAPS National and Provincial Headquarters.**

The **AGM Voting Stage** will be conducted at the Polmed **Annual General Meeting (AGM)** that will take place on the **12th of July 2018** at the **SAPS Academy Paarl, 429 Main Road, Paarl, Western Cape**. Voting at the AGM will be opened only to Polmed members who would not have voted during the Pre-AGM stage.

Internet Voting

In line with its ongoing efforts to improve the accessibility and efficiency of the election process, the Polmed Board has decided to introduce the option of internet voting at selected voting stations ("**Internet Voting Stations**") throughout the country. At these stations, members will have the option of voting manually, or **through supervised internet voting**. The list and locations of voting stations, including the stations selected for the purpose of the Internet Voting, as well as the detailed voting rules and procedures, will be contained in the Voting Information Pack to be made available to all members prior to the start of the Pre-AGM Voting Phase.

The Roles and Responsibilities of Trustees

The Polmed Board of Trustees is charged with the important responsibility of ensuring that the Scheme is managed properly, and in the best interest of all its members. The full Board of Trustees Charter which details the Board duties is available on the Polmed website, as well as from the Office of the Returning Officer. By participating in this election, therefore, members are asserting their right of ensuring that the elected trustees are honest people who can be trusted, and are capable of carrying out the duties of the Board.

ELECTION TIMETABLE

Election Activity	Start	Finish
Candidate Nomination	21-May-2018	31 May 2018 @ 17:00
Pre-AGM Voting	28-June-2018	28-June-2018
AGM Voting	12-July-2018	12-July-2018

INDEPENDENT ELECTION MANAGEMENT

The Board has appointed KDBS Consulting (Pty) Ltd ("KDBS") to independently oversee the election process in accordance with the Rules. All enquiries pertaining to the election should be directed to the attention of the Returning Officer by telephone on 061 452 4499, or fax on 086 501 6108 or via e-mail at polmed@kdbbs.co.za

NOMINATION SUBMISSION CHECKLIST

1	Fully completed Nomination Form	
2	Nomination Acceptance Form	
3	LexisNexis Consent and Indemnity Form	
4	Certified copy of the ID	
5	Personal Profile Statement or CV	
6	Certified copies of all qualifications mentioned in the CV	



Polmed Board of Trustees Election: 2018

TRUSTEES NOMINATION FORM

Procedures for Completion of the Nomination Form

To appropriately complete and submit your nomination, you must first read through the following procedures. Failure to complete this section of the nomination form correctly may render the nomination invalid.

- a. This nomination form is divided into sections 1, 2 and 3.
- b. A member who is nominated to stand for election as a trustee is a **Nominee**. Details of nominees must be completed in **Sections 1 and 2** of the Nomination Form.
- c. A member who is nominating other members to stand as candidates for election is a **Proposer**. Details of the **Proposer** must be completed in **Section 3** of the Nomination Form.

Section 1: Particulars of the Continuation Members' Nominees

- a. Eligible Polmed principal members are entitled to nominate **one white male** continuation member.
- b. Details of the **Nominee** must be completed in full in **Section 1** of the Nomination Form.

Section 2: Particulars of the Serving Members' Nominees

- a. Eligible Polmed principal members are entitled to nominate **one black female** serving member.
- b. Details of the **Nominee** must be completed in full in **Section 2** of the Nomination Form.

Section 3: Particulars of the Proposer

- a. The details of the **Proposer** must be completed in full, in **Section 3** of the Nomination Form.

How to Submit the Nomination Form

The completed nomination form must be returned to the Returning Officer on or before 17h00, 31 May 2018 through any of the following methods:

Fax to : Attention: The Returning Officer
086 501 6108

E-mail (scanned copies only) to : The Returning Officer
polmed@kdbs.co.za

SECTION 1: CONTINUATION MEMBERS' NOMINATION FORM

White Male Nominee (Please complete details below)

Surname																	
Full Names																	
ID Number																	
Contact Number																	

SECTION 2: SERVING MEMBERS' NOMINATION FORM

Black Female Nominee (Please complete details below)

Surname																	
Full Names																	
ID Number																	
Contact Number																	

SECTION 3: PROPOSER INFORMATION (Please complete details below)

Surname																	
Full Names																	
ID Number																	
Contact Number																	
Signature											Date						

Consent and Indemnity Form

Company Name: _____
 Email address: _____

Consultant Name: _____
 Phone Number: _____

Candidate Information

Surname: _____ Full First Name: _____
 Maiden Surname: _____ Date of birth: _____
 SA ID number:

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 Passport: _____
 Physical Address: _____

Verifications

❖ **Criminal Record** Have you ever been criminally charged YES NO
 If yes, detail of charge / conviction _____
 For the purposes of this check, I consent to my fingerprints being captured and used and/or permit previously captured prints to be used if available.

❖ **Credit Checks**
 1. Employment, "considering candidate for employment in a position that requires honesty in dealing with cash and finances" as per relevant job description
 2. Verifying educational qualifications and employment
 3. Fraud detection and fraud prevention services

❖ **Fit and Proper Check (FSB and RE Examination)**
 ❖ **Bank Verification**
 ❖ **Academic Qualification**

Qualifications	Institution	City	Year Completed	Student No.

Use of my Data / Indemnity

I hereby authorize **The Company / The Company's** duly authorized verification agent, **LexisNexis Risk Management "LNRM"**, to forward my personal information, including but not limited to my name, surname, identity number and fingerprints, to verification suppliers acting on behalf of **LNRM** (including but not limited to SAPS, the Government of RSA, any educational, training, credit bureau and fraud prevention organisation).

I authorize **LNRM** to conduct all verification checks (including but not limited to criminal checks, credit bureau searches, drivers licenses, employment history, employment salary verification and any other relevant checks in the pre- and post – employment vetting process). I also authorize **LNRM** to store my personal information (as defined above) for current, future or continued verification purposes (whether for the Company or others) or for other legitimate purposes.

I authorize **LNRM** suppliers to furnish personal information regarding my credentials, whether claimed or not, to **LNRM** and **The Company**. I unconditionally indemnify **LNRM** and its verification information suppliers against any liability which results or may result from furnishing information in this regard.

I understand that it is a condition of the South African Police Service and Tertiary Education Institutions, that –

- The information furnished to **The Company and LNRM** will be disclosed to me by **The Company** for comment before a decision is made on my employment / application; and
- **The Company** is responsible for verifying the accuracy in respect of information furnished to the South African Police Service

Signed at _____ (place) on _____ / _____ / _____ (date)

Applicant Signature: _____ Consultant Signature: _____

**POLMED 2018 BOT ELECTIONS
DECLARATION OF NOMINATION ACCEPTANCE FORM**

I,
(Full Names),

.....
(Identity Number)

Hereby declare that, *(tick where applicable)*

I am a black *(inclusive of Coloured and Asians)* female serving member; or

I am a white male continuation member;

I accept my nomination to stand as a candidate for election as a Polmed Board of Trustee;

I am not disqualified by the Rules of Polmed from becoming a Polmed Board Member;

I consent to Polmed and KDBS Consulting, or their Agents conducting background checks on my name to determine my eligibility to contest in the Polmed 2018 Board of Trustees election; and that I have completed and signed the **LexisNexis Consent and Indemnity Form**;

I unconditionally indemnify Polmed and KBS Consulting, or their Agents against any liability which results or may result from my furnishing information in this regard

Signed at on this theday of May 2018
(place)

Nominee Signature:

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