

Add Dependants to Your Medshield Membership

Your Easy Four-Step Guide



You can **register your dependants** by completing the MEM02(A) – **Member Record Amendment: Dependant Registration form**. This form is available on the Medshield website at www.medshield.co.za/members/scheme-forms-for-members

There are two options available:

- 1. Editable PDF version** – Download the editable PDF form from the website, complete it, sign it electronically, and email it together with the required supporting documents (as listed on the form) to membership@medshield.co.za
- 2. Printable version** – Download and print the form, complete it manually, and email the scanned form with the required supporting documents to membership@medshield.co.za



IMPORTANT SUBMISSION GUIDELINES:

Submit within 30 days: All applications are valid for 30 days from the date the member signs the application form. Forms submitted after this period will be rejected and a newly completed form must be submitted for processing.

Monthly cut-off dates: Forms must be submitted to the Scheme by the 14th of the month for the dependant's membership to start on the 1st of the following month.

Tracking your application: A system-generated query number will be sent to you once the application has been received.

Email submissions: If you submit the request from an email address that differs from the one the Scheme has on record, Medshield will not process the change for security reasons.

WHAT HAPPENS NEXT?

- **Incomplete applications will not be processed.** The request will be returned to you with a clear explanation why the application was rejected (e.g. outstanding supporting documents, incomplete information, or use of an outdated form).
- **If your application is complete and meets all the requirements,** you will be notified once your application has been finalised.

Note: If you belong to an employer group, you must first obtain approval from your employer before adding dependants. This ensures accurate billing and payroll deductions.



REGISTRATION OF NEWBORNS

Biological newborns can be registered without underwriting if:

1. The newborn is registered within 60 days of their date of birth.
2. The join date is the same as date of birth.

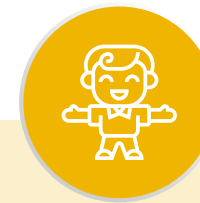
REQUIRED DOCUMENTATION:

For employer group members:

- Completed MEM02(B) – **Newborn Registration Form** (available on the Scheme's website).
- Copy of the birth certificate (or passport for non-South African citizens).

For direct paying and persal members:

- Copy of the birth certificate (or passport for non-South African citizens).
- No form is required if the newborn is registered within 60 days of date of birth.
- If registered after 60 days, the MEM02(A) – **Member Record Amendment Dependant Registration form** must be completed and submitted.



WHO CAN BE REGISTERED AS A DEPENDANT?

Adult dependants:

- Lawful spouse, common law spouse or life partner.
- Biological parents, parents-in-law, or grandparent(s) who rely on the member for family care and support (subject to Scheme approval).
- A divorced spouse (subject to Scheme approval).
- Grandchildren, siblings, nieces, or nephews over the age of 21 who depend on the member for family care and support (subject to Scheme approval).
- A member's biological, legally adopted, step or foster children over the age of 21.

Child dependants:

- A member's biological, legally adopted, step or foster children:
 - *Under the age of 21.*
 - *Aged 21 to 27, provided they are enrolled at an accredited tertiary institution on a full-time, part-time or correspondence basis.*
 - *Permanently disabled, as certified by a medical practitioner, due to a mental or physical disability, regardless of age.*
- A member's grandchild, niece, nephew, or sibling under the age of 21 who relies on the member for family care and support (subject to Scheme approval).