

Dear Employer

THE INTRODUCTION OF THE BCCCI FAMILY MEDICAL CRISES PLAN

As per the agreement reached between employers and the Bargaining Council for the Contract Cleaning Industry, PSG Konsult has been appointed to implement the Family Medical Crises Plan for all BCCCI members with effect from 1 March 2007.

We would like to take this opportunity to advise you of the implementation process and to inform you of our contact details.

We have taken the liberty of including a brochure of the BCCCI Family Medical Crises Plan for your perusal. This brochure clearly outlines the benefits of the BCCCI plan, but we urge you to please contact us to schedule a more in depth training session with you and your staff.

Your PSG Konsult management team is as follows:

Executive in Charge:	Marius De Wet
Tel:	086 111 4923
Cell:	082 552 4245
E-mail:	marius.dewet@psgkonsult.co.za
Admin Executive:	Belinda Booysen
Tel:	086 1114923
Cell:	083 636 1217
E-mail	belinda.booyesen@psgkonsult.co.za
Contributions Manager:	Bernice Meyer
Tel:	086 111 4923
E-mail:	bernice.meyer@psgkonsult.co.za

Marius De Wet will be responsible for the onsite implementation of the plan, whilst Bernice Meyer and Belinda Booysen will be communicating with you via e-mail and post to ensure that the administrative requirements are in place.

The first step in registering your employees on this plan is to complete the employer application form. This will enable us to activate you on our system. Together with this employer application form, we will require that you please forward to us, in excel format, a list of your employees who will be joining the Family Medical Crises Plan and their start date. The data requirements are as follows:

- Column 1: Member Full Name
- Column 2: Member Surname
- Column 3: Member ID
- Column 4: Employee Number

The data must please be e-mailed to gapadmin@psgkonsult.co.za and the application form is to be faxed back to 086 688 5285.

Please refer to the premium payment procedures for detailed information on paying your monthly contributions. Please note that it is imperative that you submit a monthly schedule showing the members you have paid for. This list **must** be in alphabetical order sorted by surname. If no payment is received for a particular employee, we assume that they are no longer in your employ and their cover will be cancelled, so please clearly indicate members who are on maternity leave and extended sick leave. The monthly contribution is R50. The employee will pay 2.5% of his/her salary towards this, and if not sufficient to make up the R50, the employer will subsidise the balance.

This product is not a medical aid and the membership card that employees will receive can not be used for legal tender or for hospital pre-authorisation etc. A Hospital Claim form, as well as, a Death Claim Form (to be used in the case of a funeral claim and/or a death claim) has been included in this pack. The forms are self explanatory in respect of the documentation required to submit a successful claim. The plan does provide an emergency ambulance service via ER24. Please refer to the ER24 leaflet for more information in this regard.

We would like to welcome you as our client and ensure you of our best service at all times.

Should you have any queries, please do not hesitate to contact us.

Yours truly,

The PSG Konsult Team

PSG KONSULT Limited/Beperk Reg N^o. 1993/003941/06

Authorised Financial Services Provider / Gemagtigde Finansiële Diensteverkaffer

FSB Licence Number / RFD Lisensienommer 728

Directors/Direkteure : J de V du Toit (Chairman/Voorsitter), W Theron (CEO/HUB), PW Moolman (COO/HOB),

TW Biesenbach (FD), JB Borchers, DPB Hugo, DJ Klopper, TA Landman, JF Mouton, JM van den Dool, JB Roux,

RN King, GM Steenkamp, WVV Waldeck, L van der Walt, JD Inge, W Krumm (Company Secretary/Maatskappyskretaris)