

Newborn and newly adopted child registration form



Documentation required from main member

- Child birth certificate
- Legal documentation if newborn child is adopted or fostered
- If your child's surname differs from yours, you need to attach a declaration confirmation (letter or email) stating the reason for the difference

Submit the completed application form to GEMS in any of the following manners:

- Via fax to 0861 00 4367, or
- Via email to enquiries@gems.gov.za, or
- Post to GEMS, Private Bag X782, Cape Town, 8000.

Ensure that all sections are completed in full and that you provide all necessary supplementary documentation.

Section 1: Member details

Membership no.

Surname

Title Full First Name Initials

Tel no. (H) (W) Mobile no.

Email

Postal address
 Code

Section 2: Newborn or newly adopted dependant/s you wish to register

Tick the applicable box: Is the newborn your biological foster adopted child?

Surname	Full first name	Initials	Gender	Date of birth	ID no.	Relationship

Section 3: Important notice

Please note that in terms of the Scheme Rules, the completed form and relevant supporting documentation need to be returned to the Scheme within 60 days of the birth or adoption of your child/ren. Contributions for your child will be due from the first day of the month born or adopted.

Failure to register your child/ren as dependant/s on the Scheme from the date of their birth or adoption may result in claims not being covered, resulting in you becoming liable for those accounts.

Section 4: Declaration

I, ID no.
declare that I have read and understand the information above and that the information provided by me is true and correct.

Authorised signature _____

We are committed to protecting your personal data

Your right to privacy and security is very important to us. The Government Employees Medical Scheme (GEMS) and its contracted Service Provider Network (SPN) treat personal information as private and confidential. We collect personal information for the purposes set out in the Scheme's Registered Rules or otherwise communicated to you and we use your information for a number of different purposes, for example to provide our services to members and others and to meet our legal and regulatory obligations. For more detailed information on how and why we use your information, including the rights in relation to your personal data, and our legal grounds for using it, please view the GEMS Protection of Personal Information Policy and Promotion of Access to Information Manual on our website at www.gems.gov.za.