

**Kingdom of Saudi Arabia
Council of Cooperative Health Insurance
Secretariat General**

Appendix No. 9

**Cooperative Health Insurance Law Provisions Violations Consideration Committee's
Regulation**

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Article (1)

CCHI Secretariat General shall assume following duties:

1. Receipt of complaints statement regarding violations of cooperative health insurance law, as well as memorandums and letters for registration in incoming register on regular and sequential basis upon ensuring that statement of claim fulfills following data and controls:
 - a- Name, identification number, residence, address and phone number of plaintiff, defendant and representative thereof, if any.
 - b- Claim facts' data and specification of public prosecutor's requests and grounds.
 - c- Statement of claim submission date.
 - d- Secretariat General Representative's signature.

Further, the original statement of claim shall be submitted. In addition, a copy thereof shall be submitted for each defendant.

2. Provision of manpower and equipment required for copying, preserving and retrieving information as well as preserving, organizing, arranging and numbering registers, in addition to performing all paperwork and correspondence, organizing the preservation of documents, papers and copies of issued and incoming letters and preparing required registers.
3. Appointment of Secretariat General Representative to interplead before the committee regarding cooperative health insurance law provisions violations.
4. Sending invitation to technicians and experts, whom deemed fit by the committee to attend its sessions to be enlightened by their opinions.
5. Fulfillment of required documents at committee's discretion.
6. Informing stakeholders of resolutions issued by CCHI chairperson.

Article (2)

The committee shall have a secretary, whose duties shall include:

1. Maintaining required registers for registration of completed claims and incoming and outgoing transactions.
2. Organization and arrangement of presentation of claims referred by secretariat general to committee as well as arrangement of committee's works, dates and sessions in a way ensuring its consideration of any violation registered during term specified in law or executive regulations thereof or herein.
3. Preparation and submission of committee members 'meetings and sessions' agenda to committee.
4. Recording, organizing, arranging, numbering and preserving committee's sessions and its members 'meetings minutes as well as signing the same by committee's members and returning the transaction to its source.
5. Informing committee's members of its meetings' dates.

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6. Sending notifications and notices to violating parties and relevant authorities regarding scheduled sessions' dates as well as requesting the attendance of their representatives and follow-up thereof.

Article (3)

In the event of lack of data or documents to be included in statement of claim, committee's secretary shall return the transaction to its source.

Article (4)

Committee's secretary shall notify the defendant of statement of claim within 10 working days as from date of registration of claim with complete data and required documents, and the defendant shall submit the reply thereto supported by documents within 30 days as from date of notification.

Article (5)

In the event that the defendant fails to submit the reply or supporting documents on specified date, committee's secretary shall notify the defendant of requirements within an additional term that do not exceed 15 days as from date of notification.

Article (6)

The committee shall consider the claim within 60 days as from its date of registration in committee's register.

Article (7)

Committee's secretary shall inform claim's parties of session date specified for consideration of claim at least 15 days prior to its date.

Article (8)

In the event of absence of plaintiff from any session and failure to submit an excuse acceptable by the committee, committee shall have the right of cancellation of claim upon the expiry of term specified for the session. Thereafter, plaintiff shall have the right to request to continue the consideration thereof upon an excuse acceptable by the committee. In such event, session for consideration thereof shall be set, and defendant shall be notified thereof. In the event of absence of plaintiff, the claim shall be canceled for a second time. Thereafter, such claim shall only be considered upon CCHI chairperson resolution.

Article (9)

In the event that defendant attended the session from which plaintiff was absent, the defendant shall have the right to ask the committee not to cancel the claim and dispose it. In such event, the committee shall have the right to issue its recommendation, if valid.

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Article (10)

Committee's secretary shall execute the minutes of committee's sessions and meetings. Such minutes shall contain each session opening date and time, its holding place, names of attending committee's members and parties or their representatives, as well as all procedures and facts of session and heard testimonies in addition to parties' statements, requests and defenses. Such minutes shall be signed by committee's members, secretary, parties and those, whose names are mentioned therein. In the event that any party thereof refrain from signing, such refrain shall be mentioned in session's minute.

Article (11)

All types of evidence may be submitted to committee, including electronic or computer-generated data, phone recordings, fax-mail correspondence and e-mail.

Article (12)

In the event that, at committee's discretion, the matter require the completion of supplementary investigation, committee shall refer such matter to CCHI secretariat to assign whomever it deems fit to conduct the required investigation.

Article (13)

Upon closure of debate and proposal of appropriate penalty for claim, such proposal shall be recorded in session's minutes, and preceded by summary of grounds upon which such proposal was based. Thereafter, it shall be signed by committee's members.

Article (14)

The committee shall select, from its members, a chairperson and vice- chairperson, who shall assume committee's presidency in chairperson absence.

Article (15)

The committee shall issue its recommendations by the majority of all its members' votes, and in the event of a tie, the side for which committee's chairperson voted shall prevail. Any committee member's dissenting opinion shall be included in the minute on condition that such opinion shall be reasoned.

Article (16)

The committee shall submit its recommendations to CCHI chairperson for issuance of resolution.

Article (17)

All matters that is not stipulated herein shall be referred to general rules stipulated in code of procedure as well as other relevant provisions in accordance with nature of claims presented to committee.