

**Procedural Notice pursuant to the Health Insurance Law (No 11 of 2013) of the Emirate of Dubai**  
**Procedural Notice Number 1 of 2017 (PN 01/2017)**

Subject of this Procedural Notice	Member Register uploads
Applicability of this Procedural Notice	This notice applies to all HIP's
Purpose of this Procedural Notice	To advise on the requirement of member data upload to the member register
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Publication date	13 <sup>th</sup> December 2017
This document replaces	Not applicable
This document has been replaced by	Not applicable
Effective date of this Procedural Notice	Immediately upon publication
Grace period for compliance	Not applicable

#### Preamble

As we are approaching the New Year, we plan to implement the fine system and the live link with GDRFA visa issuance.

Due to the discrepancy between reported numbers from payers and actual uploaded members on the member register, we require all payers to re-upload all their active valid insured members to the member register in the way which was previously instructed but is included below to avoid any confusion and for clarity of the process.

We require **ALL** payers to upload all existing active members' details to the member register by Sunday December 17<sup>th</sup> 2017, regardless if they have been uploaded in the past.

Once this has been done, we will be running reports to each individual payer to be sent to them to cross check what members are visible to us on the member register versus what members are actually and actively insured by the payer.

As communicated in numerous previous circulars, where an insured member is wrongfully fined as the insurer failed to upload them to the member register, the fine will be the insurer's liability, this may include additional fines from GDRFA that have been raised due to the delay in visa issuance.

#### Member Register Upload Process

[Member Register Bulk Upload Document](#)