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MANUAL

IN ACCORDANCE WITH

THE PROMOTION OF ACCESS TO INFORMATION ACT (NO. 2 OF 2000)

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AIDS HELPLINE: 0800-0123-22 Prevention is the cure

INDEX

COATES BROTHERS (SA) LIMITED

A Guide to

ACCESSING OUR INFORMATION

Our Manual in terms of Section 51 of the Promotion of Access to Information Act

Coates

Table of contents

Preamble

The Promotion of Access to Information Act No. 2 of 2000, ("the Act") came into operation on 23 November 2001. Section 51 of this Act requires that we as a private body compile a manual giving information to the public regarding the procedure to be followed in requesting information from us for the purpose of exercising or protecting rights.

Introduction to Coates Brothers (SA) Limited

Nature of business:

Coates Brothers (SA) Limited manufactures, imports and exports printing inks, additives, graphic supplies and associated products for use by the printing and packaging industries.

Locations:

Coates operates from four sites in South Africa being Cape Town, Durban, Johannesburg and East London with head office based in Cape Town.

Shareholding:

The company is a wholly owned subsidiary of Sun Chemical Group BV in Holland which in turn is a wholly owned subsidiary of DIC of Japan.

We as a private body have compiled this manual, not only to comply with the provisions of the Act, but also to foster a culture of transparency and accountability in our environment and to ensure that members of the public have effective access to information in our possession which will assist them in the exercise and protection of their rights.

Inside these pages you will be able to view the categories of information which we possess. You will also be shown the correct procedure to follow should you require access to any of this information.

Section A – Our details

Full Name	:	Coates Brothers (SA) Limited
Registration Number	:	1936/007944/06
Registered Address	:	7, 18th Avenue MAITLAND 7405
Postal Address	:	P O Box 1057 CAPE TOWN 8000
Telephone Number	:	(021) 590 5100
Fax Number	:	(021) 593 0604
Head/CEO	:	Stan Rogow Ray Aitchison
Designated Information Officer	:	Denise Louw
Email Address of Information Officer	:	denise.louw@coates.com

Section B – The official guide

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

The Guide will contain the following information:

1. The objects of the Act;
2. Particulars of the information officer of every public body;
3. Particulars of every private body as are practicable;
4. The manner and form of a request for access to information held by a body;
5. Assistance available from both the information officers and the Human Rights Commission in terms of this Act;
6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;
7. Schedules of fees to be paid in relation to requests for access to information;
8. Regulations made in terms of the Act.

Copies of this Guide will be available as soon as it is published by the SAHRC. Enquiries regarding the Guide can be addressed to the SAHRC, the contact details of which are as follows:

Post: South African Human Rights Commission
Promotion of Access to Information Act Unit
Research and Documentation Department
Private Bag 2700
Houghton
2041

Telephone: (011) 484 8300

Fax: (011) 484 0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Section C – Information available in terms of the Act

1 Categories of information

We hold the following categories of information:

(a) **STATUTORY COMPANY INFORMATION**

- i Certificate of Incorporation;
- ii Memorandum and Articles of Association;
- iii Certificate to Commence Business;
- iv Minute Book, CM25 and CM26, as well as Resolutions passed at general/class meetings;
- v Register of Members;
- vi Index of Members;
- vii Fixed Assets Register;
- viii Register of Directors and Certain Officers;
- ix Directors' Attendance Register;
- x Annual Financial Statements including:
  - a Annual accounts;
  - b Directors' reports;
  - c Auditor's report.
- xi Books of Account regarding information required by the Companies Act, 1973;
- xii Supporting schedules to books of account and ancillary books of account;

(b) **ACCOUNTING RECORDS**

- i Books of Account including journals and ledgers;
- ii Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange.

(c) **STATUTORY EMPLOYEE RECORDS**

- i Employees' names and occupations;
- ii Time worked by each employee;
- iii Remuneration paid to each employee;
- iv Date of birth of each employee
- v Wage register;
- vi Attendance register;
- vii Employment equity plan;
- viii Salary and wages register;
- ix Collective agreements;
- x Arbitration awards;
- xi Records of strikes, lockouts or protest action.
- xii Industrial training records;
- xiii Staff records (after date of employment ceases);
- xiiv Expense accounts;

(d) **OTHER EMPLOYEE RECORDS**

i Employee contracts;

ii Incentive schemes;

iii Staff loan schemes;

iv Study assistance schemes;

v Maternity leave policy;

vi Relocation policy;

vii Housing scheme;

viii Disability scheme;

ix Funeral insurance scheme;

x Group personal accident;

xi Group life;

xii Code of conduct.

(e) **PENSION AND RETIREMENT FUNDING RECORDS**

i Pension Fund Rules;

ii Pension Fund account records;

iii Minutes of Meetings of trustees and members;

iv Actuarial Valuation Reports;

v Contribution Reports;

vi Annual accounts.

(f) **ENVIRONMENTAL HEALTH AND SAFETY**

i Employee medical surveillance records in respect to hazardous chemical substances;

ii Records of investigations and tests in respect to hazardous chemicals and substances;

iii Records of risk assessments and monitoring results in respect to hazardous biological agents;

iv Records of assessment and air monitoring and asbestos inventory;

v Safety management systems, data and audits;

vi Industrial hygiene programs, data and audits;

vii Employee public health emergency action plans;

viii Permits, licences, approvals and registrations for operations of sites and business

ix Emergency response plans;

x Environmental management programs and systems;

xi Details of solid waste discharges;

xii Details of air emission discharges.

(g) **FIXED PROPERTY**

i Title Deeds;

ii Leases;

iii Building plans.

(h) **MOVABLE PROPERTY**

i Asset register;

ii Finance and Lease Agreements

(i) **INTELLECTUAL PROPERTY**

i Agreements relating to intellectual property such as licence agreements, secrecy agreements

(j) **AGREEMENTS AND CONTRACTS**

i Material agreements concerning provision of services or materials;

ii Joint venture agreements, partnership agreements, participation, franchise, co-marketing, co-promotion or other alliance agreements;

iii Agreements with shareholders, officers or directors;

iv Acquisition or disposal documentation;

v Agreements with contractors and suppliers;

vi Agreements with customers;

vii Warranty agreements;

viii Sale agreements;

ix Distributor, dealer or agency agreements;

x Restraint agreements;

xi Agreements with governmental agencies;

xiii Purchase or lease agreements

(k) **TAXATION**

I Copies of all Income Tax Returns and other tax returns and documents;

(l) **LEGAL**

I Complaints, pleadings, briefs and other documents pertaining to any actual, or threatened litigation, arbitration or investigation;

Settlement agreements;

Material licences, permits and authorisations;

(m) **INSURANCE**

i Insurance policies;

ii Claim records;

iii Details of insurance coverages, limits and insurers.

(n) **INFORMATION TECHNOLOGY**

i Hardware;

ii Operating Systems;

iii Telephone Exchange Equipment;

iv Telephone Lines, Leased Lines and Data Lines;

v LAN Installations;

vi Software Packages;

vii Disaster Recovery;

viii Internal Systems Support and Programming / Development;

ix Capacity and Utilization of Current Systems;

x Development or Investment Plans;

xi Agreements;

xii Licenses;

xiii Audits.

(o) **SALES AND MARKETING**

i Products;

ii Markets;

iii Customers;

iv Brochures, Newsletters and Advertising Materials;

v Public Relations Policies and Procedures;

vi Domestic and Export Orders

2. **Procedure for requesting access to the above information**

If you wish to request access to any of the above categories of information, you are required to complete a request form as set out in annexure "A" hereto. These forms are available from:

- our information officer (whose contact details are in section A of this manual);
- the SAHRC website (www.sahrc.org.za)
- the Department of Justice and Constitutional Development website (www.doj.gov.za).

There is a prescribed fee (payable in advance) for requesting and accessing information in terms of the Act. Details of these fees are contained in the request form.

You may also be called upon to pay the additional fees prescribed by regulation for searching for and compiling the information which you have requested, including copying charges.

It is important to note that access is not automatic – you must identify the right you are seeking to exercise or protect and explain why the record you request is required for the exercise or protection of that right. You will be notified in the manner indicated by you on the request form whether your request has been approved.

1 Section 52(3) and Regulation 1(1).
2 Section 54(7) and Regulation 11(3).
3 Section 54(1) and Regulation 11(2).
4 Annexure "A", Part III, Item 4(1)(f).
5 Section 54(2).

NEW MILLENNIUM PENSION FUND
("the Fund")

MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 20/2000 ("THE Act")

The New Millennium Pension Fund is a pension fund as defined in the Pension Funds Act 24 of 1956. It is a private body as defined by the Act.

A. CONTACT DETAILS

1. Head of the Fund: Mr Richard William Delacour Davis
2. The Financial Services Board PF Number of the Fund is: 12/8/36349
3. The registered address of the Fund is :18 Grotto Road
Rondebosch
7700
4. The postal address of the Fund is: P O Box 774
Rondebosch
7701
5. The contact telephone number for the Fund is: (021) 685 4346
6. The contact facsimile number for the Fund is: (021) 685 4346
7. The e-mail address of the Head of the Fund is: richardd@new.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the act to assist people to exercise their rights under the act. This guide will probably become available in August 2003. The Human Rights Commission may be contacted at:

Address:	Private Bag 2700 Houghton 2041
Telephone:	(011) 484 8300
Facsimile:	(011) 484 0582
Website:	http:/ /www.sahrc.org.za

C. FUND RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS ACT 24 of 1956

(a) The following records of the Fund are available on demand by a member of the Fund:

(i) the registered rules of the Fund (including amendments);

(ii) the last revenue account and the last balance sheet prepared in terms of section 51(1) of the Pension Funds Act, 1956.

The fee for such access, as set out in the rules of the Fund, will be determined by the trustees from time to time.

(b) The following records are available for inspection at the registered address of the Fund (see A.3 above) at no charge:

(i) the documents referred to in C(a) above;
(ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds act, 1956;
(iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
(iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds act, 1956.

(c) Note – in terms of section 22 of the Pension Funds Act, any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at:

Address:	446 Rigel Avenue Pretoria
Telephone:	(012) 428 8000
Facsimile:	(012) 347 0221
Website:	http:/ /www.fsb.co.za.

D. INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS

- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity for the employer(s) that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors/service providers.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund.
- The head of the Fund must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requester in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

E. AVAILABILITY OF THE MANUAL

The Fund's manual is available for inspection free of charge at the registered address of the Fund (See A3 above). Furthermore, a copy is available from the Human Rights Commission (see contact details in B above).

F. DESCRIPTION OF RECORD HELD BY THE FUND

Claims (Withdrawals, Retirements, Deaths & Disabilities)

- Claim Notification Forms
- Calculations (where available), or computerised statement of claim value
- Tax Application (where applicable)
- Tax Directive (where applicable)
- IT 88 notifications
- Tax Certificate (Duplicate – where applicable)
- Client / broker payment instruction (where applicable)
- Section 37D deduction instruction (where applicable)
- Payment letter
- Copy of cheque (or cheque/EFT payment reference)
- Trustees' Resolution – Disposal of benefit **(deaths only)**
- Insurance received – statement by insurer **(deaths only)**
- Copy of death certificate
- Statement by Employer **(disability only)**
- Statement by Employee **(disability only)**
- Acceptance / Declination Letter **(disability only)**

Member Data

- New entrant data
- Contribution records
- Member Investment Choice investment option forms (where applicable)
- Installation & Acquisition data
- Statement of member fund value
- Additional benefit / surplus/ demutualisation calculations
- Member Investment Choice investment switch forms (where applicable)
- Flexible benefit member option forms (where applicable)
- Housing loan application and confirmation (where applicable)

Section 14 Transfers / Liquidations

- Calculations
- Option forms (where applicable)
- Tax application forms (where applicable)
- Tax directives (where applicable)
- Tax certificates (duplicate – where applicable)
- Payment letter **(liquidations only)**
- Copy of S14 application lodged (transferor fund)
- Copy of S14(1)(e) certificate (transferee and transferor funds)

Pensioners (where applicable)

- Special tax directives or court orders

- Commutation of pensions – calculations
- Annuity option forms
- Trustee instruction regarding payments
- Certificate of existence

Accounting records

- Cashbooks and reconciliations to bank
- General Ledgers
- Trial Balances
- Annual financial statements
- Audit files with working papers
- Bank statements of fund bank accounts
- EFT files (ACB whilst still applied)
- Deposit slips (where applicable)

Miscellaneous

- Copies of signed rules and amendments
- Confirmation of registration and tax approval
- Minute books
- Trustees registers
- Original or copies of any insurance policy documents relating to risk benefits and investments
- Documentation relating to the review of insurances on an annual basis as well as the quotations obtained from insurers to a rebroke exercise.
- Agendas for all meetings to be held (if applicable secretarial services are performed)
- Investement manager mandates or policies of insurance depending on the nature of the investment.
- Copies of statements detailing the asset values for a fund
- Copies of communication sent to member of the funds in respect of specific events e.g. Trustees' reports, Member level Investment Choice, changes to death benefit structure, changes to fund structures etc
- Copy of service agreement between fund and Administrator
- Correspondence to the trustees in respect of fund matters
- Correspondence to members/pensioners, where applicable
- Fund statutory valuation reports, where applicable
- Confirmation as to appointment of Principal Officer and Actuary of Fund
- Copies of Pension Fund Adjudicator complaints lodged (where applicable)
- Certain communication with SARS and FSB
- Copy of investment strategy
- Original or copy of fidelity and professional indemnity policy (where applicable)
- Housing loan documents (where applicable) including any suretyship granted to a bank

NEW MILLENNIUM PRESERVATION PROVIDENT FUND
("the Fund")

MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 20/2000 ("THE Act")

The New Millennium Preservation Provident Fund is a pension fund as defined in the Pension Funds Act 24 of 1956. It is a private body as defined by the Act.

A. CONTACT DETAILS

1. Head of the Fund: Mr Richard William Delacour Davis

2. The Financial Services Board PF Number of the Fund is: 12/8/36346

3. The registered address of the Fund is :18 Grotto Road
   Rondebosch
   7700

4. The postal address of the Fund is: P O Box 774
   Rondebosch
   7701

5. The contact telephone number for the Fund is: (021) 685 4346

6. The contact facsimile number for the Fund is: (021) 685 4346

7. The e-mail address of the Head of the Fund is: richardd@new.co.za

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Telephone:	(011) 484 8300
Facsimile:	(011) 484 0582
Website:	http:/ /www.sahrc.org.za

C. FUND RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS ACT 24 of 1956

(a) The following records of the Fund are available on demand by a <u>member</u> of the Fund:

(i) the registered rules of the Fund (including amendments);

(ii) the last revenue account and the last balance sheet prepared in terms of section 51(1) of the Pension Funds Act, 1956.

The fee for such access, as set out in the rules of the Fund, will be determined by the trustees from time to time.

(b) The following records are available for inspection at the registered address of the Fund (see A.3 above) at no charge:

(i) the documents referred to in C(a) above;
(ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds act, 1956;
(iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
(iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds act, 1956.

(c) Note – in terms of section 22 of the Pension Funds Act, any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at:

Address:	446 Rigel Avenue Pretoria
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D. INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS

- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity for the employer(s) that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors/service providers.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund.
- The head of the Fund must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requester in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

E. AVAILABILITY OF THE MANUAL

The Fund's manual is available for inspection free of charge at the registered address of the Fund (See A3 above). Furthermore, a copy is available from the Human Rights Commission (see contact details in B above).

F. DESCRIPTION OF RECORD HELD BY THE FUND

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- Calculations (where available), or computerised statement of claim value
- Tax Application (where applicable)
- Tax Directive (where applicable)
- IT 88 notifications
- Tax Certificate (Duplicate – where applicable)
- Client / broker payment instruction (where applicable)
- Section 37D deduction instruction (where applicable)
- Payment letter
- Copy of cheque (or cheque/EFT payment reference)
- Trustees' Resolution – Disposal of benefit **(deaths only)**
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- Trustees registers
- Original or copies of any insurance policy documents relating to risk benefits and investments
- Documentation relating to the review of insurances on an annual basis as well as the quotations obtained from insurers to a rebroke exercise.
- Agendas for all meetings to be held (if applicable secretarial services are performed)
- Investement manager mandates or policies of insurance depending on the nature of the investment.
- Copies of statements detailing the asset values for a fund
- Copies of communication sent to member of the funds in respect of specific events e.g. Trustees' reports, Member level Investment Choice, changes to death benefit structure, changes to fund structures etc
- Copy of service agreement between fund and Administrator
- Correspondence to the trustees in respect of fund matters
- Correspondence to members/pensioners, where applicable
- Fund statutory valuation reports, where applicable
- Confirmation as to appointment of Principal Officer and Actuary of Fund
- Copies of Pension Fund Adjudicator complaints lodged (where applicable)
- Certain communication with SARS and FSB
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(a) The following records of the Fund are available on demand by a <u>member</u> of the Fund:

(i) the registered rules of the Fund (including amendments);

(ii) the last revenue account and the last balance sheet prepared in terms of section 51(1) of the Pension Funds Act, 1956.

The fee for such access, as set out in the rules of the Fund, will be determined by the trustees from time to time.

(b) The following records are available for inspection at the registered address of the Fund (see A.3 above) at no charge:

- (i) the documents referred to in C(a) above;
- (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds act, 1956;
- (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
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- Payment letter
- Copy of cheque (or cheque/EFT payment reference)
- Trustees' Resolution – Disposal of benefit **(deaths only)**
- Insurance received – statement by insurer **(deaths only)**
- Copy of death certificate
- Statement by Employer **(disability only)**
- Statement by Employee **(disability only)**
- Acceptance / Declination Letter **(disability only)**

Member Data

- New entrant data
- Contribution records
- Member Investment Choice investment option forms (where applicable)
- Installation & Acquisition data
- Statement of member fund value
- Additional benefit / surplus/ demutualisation calculations
- Member Investment Choice investment switch forms (where applicable)
- Flexible benefit member option forms (where applicable)
- Housing loan application and confirmation (where applicable)

Section 14 Transfers / Liquidations

- Calculations
- Option forms (where applicable)
- Tax application forms (where applicable)
- Tax directives (where applicable)
- Tax certificates (duplicate – where applicable)
- Payment letter **(liquidations only)**
- Copy of S14 application lodged (transferor fund)
- Copy of S14(1)(e) certificate (transferee and transferor funds)

Pensioners (where applicable)

- Special tax directives or court orders

- Commutation of pensions – calculations
- Annuity option forms
- Trustee instruction regarding payments
- Certificate of existence

Accounting records

- Cashbooks and reconciliations to bank
- General Ledgers
- Trial Balances
- Annual financial statements
- Audit files with working papers
- Bank statements of fund bank accounts
- EFT files (ACB whilst still applied)
- Deposit slips (where applicable)

Miscellaneous

- Copies of signed rules and amendments
- Confirmation of registration and tax approval
- Minute books
- Trustees registers
- Original or copies of any insurance policy documents relating to risk benefits and investments
- Documentation relating to the review of insurances on an annual basis as well as the quotations obtained from insurers to a rebroke exercise.
- Agendas for all meetings to be held (if applicable secretarial services are performed)
- Investement manager mandates or policies of insurance depending on the nature of the investment.
- Copies of statements detailing the asset values for a fund
- Copies of communication sent to member of the funds in respect of specific events e.g. Trustees' reports, Member level Investment Choice, changes to death benefit structure, changes to fund structures etc
- Copy of service agreement between fund and Administrator
- Correspondence to the trustees in respect of fund matters
- Correspondence to members/pensioners, where applicable
- Fund statutory valuation reports, where applicable
- Confirmation as to appointment of Principal Officer and Actuary of Fund
- Copies of Pension Fund Adjudicator complaints lodged (where applicable)
- Certain communication with SARS and FSB
- Copy of investment strategy
- Original or copy of fidelity and professional indemnity policy (where applicable)
- Housing loan documents (where applicable) including any suretyship granted to a bank

NEW MILLENNIUM PROVIDENT FUND
("the Fund")

MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 20/2000 ("THE Act")

The New Millennium Provident Fund is a pension fund as defined in the Pension Funds Act 24 of 1956. It is a private body as defined by the Act.

A. CONTACT DETAILS

1. Head of the Fund: Mr Richard William Delacour Davis

2. The Financial Services Board PF Number of the Fund is: 12/8/36348

3. The registered address of the Fund is :18 Grotto Road
Rondebosch
7700

4. The postal address of the Fund is: P O Box 774
Rondebosch
7701

5. The contact telephone number for the Fund is: (021) 685 4346

6. The contact facsimile number for the Fund is: (021) 685 4346

7. The e-mail address of the Head of the Fund is: richardd@new.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the act to assist people to exercise their rights under the act. This guide will probably become available in August 2003. The Human Rights Commission may be contacted at:

Address:	Private Bag 2700 Houghton 2041
Telephone:	(011) 484 8300
Facsimile:	(011) 484 0582
Website:	http:/ /www.sahrc.org.za

C. FUND RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS ACT 24 of 1956

(a) The following records of the Fund are available on demand by a member of the Fund:

(i) the registered rules of the Fund (including amendments);

(ii) the last revenue account and the last balance sheet prepared in terms of section 51(1) of the Pension Funds Act, 1956.

The fee for such access, as set out in the rules of the Fund, will be determined by the trustees from time to time.

(b) The following records are available for inspection at the registered address of the Fund (see A.3 above) at no charge:

(i) the documents referred to in C(a) above;
(ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds act, 1956;
(iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
(iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds act, 1956.

(c) Note – in terms of section 22 of the Pension Funds Act, any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at:

Address:	446 Rigel Avenue Pretoria
Telephone:	(012) 428 8000
Facsimile:	(012) 347 0221
Website:	http:/ /www.fsb.co.za.

D. INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS

- The request must be made to the person specified in A1 above and at the contact details specified in A above.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity for the employer(s) that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors/service providers.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate what form of access is required.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the Fund.
- The head of the Fund must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requester in the required form.
- If the request is granted, then a further access fee must be paid for the search, reproduction and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

E. AVAILABILITY OF THE MANUAL

The Fund's manual is available for inspection free of charge at the registered address of the Fund (See A3 above). Furthermore, a copy is available from the Human Rights Commission (see contact details in B above).

F. DESCRIPTION OF RECORD HELD BY THE FUND

Claims (Withdrawals, Retirements, Deaths & Disabilities)

- Claim Notification Forms
- Calculations (where available), or computerised statement of claim value
- Tax Application (where applicable)
- Tax Directive (where applicable)
- IT 88 notifications
- Tax Certificate (Duplicate – where applicable)
- Client / broker payment instruction (where applicable)
- Section 37D deduction instruction (where applicable)
- Payment letter
- Copy of cheque (or cheque/EFT payment reference)
- Trustees' Resolution – Disposal of benefit **(deaths only)**
- Insurance received – statement by insurer **(deaths only)**
- Copy of death certificate
- Statement by Employer **(disability only)**
- Statement by Employee **(disability only)**
- Acceptance / Declination Letter **(disability only)**

Member Data

- New entrant data
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