



Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID-AFRIKA

Vol. 452

Pretoria, 18 February 2003
Februarie

No. 24421

MANUAL

IN ACCORDANCE WITH

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



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

INDEX

Company Name	Gazette No.	Date	Page No.
Dunlop Africa Staff Provident Fund	24421	18-2-2003	3

DUNLOP AFRICA STAFF PROVIDENT FUND **("the Fund")**

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 of 2000 ("the Act")

1. Information required in terms of section 51 (1) (a) of the Act:

Chairman: Mr M J Hankinson

Financial Services Board PF Number: 12/8/28407/1

Registered Address:

265 Sydney Road

Durban

4001

P.O. Box 925

Durban

4000

Tel no: 031-242 1111

Fax no: 031-242 1605

e-Mail address of Chairman: mhankinson@dunlop.co.za

2. Information required in terms of section 51 (1) (b) of the Act:

Section 51 (1) (b) of the Act calls for a description of the guide referred to in section 10 of the Act, if available, and how to obtain access to it. The guide referred to in section 10 is a guide that must be compiled by the Human Rights Commission containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. The regulations regarding the Promotion of Access to Information published under Government Notice No. R187 of 15 February 2002 set forth how the Human Rights Commission should make the guide available.

3. Information required in terms of section 51 (1) (c) of the Act:

No section 52(2) notice has yet been published by the minister.

4. Information required in terms of section 51 (1) (d) of the Act:

The Fund keeps records in accordance with the following legislation, all of which are available, subject to such legislation and the Act.

- Pension Funds Act 24 of 1956
- Income Tax Act 58 of 1962
- Value Added Tax Act 89 of 1991
- Tax on Retirement Funds Act 38 of 1996

5. Information required in terms of section 51 (1) (e) of the Act:**Description of records held by the Fund:**

- Documents relating to claims (Withdrawals, Retirements, Deaths & Disability)
- Member records
- Section 14 transfers
- Accounting records
- Rules and amendments
- Minute book and agenda packs for meetings of trustees
- Register of trustees & Principal Officer
- Policy documents relating to insured benefits
- Investment mandates and investment policy statement
- Communication sent to members of the Fund
- Agreements between Fund and service providers
- Correspondence
- Title Deeds / Lease agreements in respect of property
- Fund financial review reports
- Vat, Retirement Fund Tax and PAYE

6. Fund records available in terms of the Pension Funds Act 24 of 1956

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

- The registered rules of the Fund (including amendments);
- The last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.

(II). The following records are available for inspection at the registered address of the Fund at no charge:

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

Note: in terms of section 22 of 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 (i) and (ii) above, and make a copy thereof or take extracts, or obtain from the Registrar of Pension Funds a copy thereof or extracts. 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>

7. Information to facilitate a request for access to Fund records

- The request may be made to the person specified in 1 above and at the contact details
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and Regulations thereto
- Please note that the Fund is a separate legal entity from the employer that participates in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors/service providers.
- The requestor must provide sufficient detail on the request form to enable the head of the private body to identify the record and requestor. The requestor should also indicate what form of access is required.
- The requestor 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 requestor must then submit proof of the capacity in which the requestor is making the request to the satisfaction of the head of the Fund.
- The head of the Fund must notify the requestor (other than a personal requestor) by notice, requiring the requestor to pay the prescribed fee (if any) before further processing of the request.
- The head of the Fund will then make a decision whether to grant the request or not and notify the requestor 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 records for disclosure.

8. Refusal of Access and Protection of Information:

In terms of chapter 4 of the Act, Grounds for Refusal of Access to Records, there is provision for mandatory protection of certain information, save in the special circumstances provided for in the Act.

9. Availability of the manual:

The manual is also available for inspection at the registered office of the Fund free of charge; and copies are available with the SAHRC and in the Gazette.

DUNLOP AFRICA PENSION FUND **("the Fund")**

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 of 2000 ("The Act")

1. Information required in terms of section 51 (1) (a) of the Act:

Chairman: Mr M J Hankinson

Financial Services Board PF Number: 12/8/896/1

Registered Address:

265 Sydney Road

Durban

4001

P.O. Box 925

Durban

4000

Tel no: 031-242 1111

Fax no: 031-242 1605

e-Mail address of Chairman: mhankinson@dunlop.co.za

2. Information required in terms of section 51 (1) (b) of the Act:

Section 51 (1) (b) of the Act calls for a description of the guide referred to in section 10 of the Act, if available, and how to obtain access to it. The guide referred to in section 10 is a guide that must be compiled by the Human Rights Commission containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. The regulations regarding the Promotion of Access to Information published under Government Notice No. R187 of 15 February 2002 set forth how the Human Rights Commission should make the guide available.

3. Information required in terms of section 51 (1) (c) of the Act:

No section 52(2) notice has yet been published by the minister.

4. Information required in terms of section 51 (1) (d) of the Act:

The Fund keeps records in accordance with the following legislation, all of which are available, subject to such legislation and the Act.

- Pension Funds Act 24 of 1956
- Income Tax Act 58 of 1962
- Value Added Tax Act 89 of 1991
- Tax on Retirement Funds Act 38 of 1996

5. Information required in terms of section 51 (1) (e) of the Act:**Description of records held by the Fund:**

- Documents relating to claims (Withdrawals, Retirements, Deaths & Disability)
- Member records
- Section 14 transfers
- Accounting records
- Rules and amendments
- Minute book and agenda packs for meetings of trustees
- Register of trustees & Principal Officer
- Investment mandates & investment policy statement
- Communication sent to members of the Fund
- Agreements between Fund and service providers
- Correspondence
- Fund statutory valuation reports
- Vat, Retirement Fund Tax and PAYE

6. Fund records available in terms of the Pension Funds Act 24 of 1956

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

- The registered rules of the Fund (including amendments);
- The last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.

II). The following records are available for inspection at the registered address of the Fund at no charge:

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

Note: in terms of section 22 of 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 (i) and (ii) above, and make a copy thereof or take extracts, or obtain from the Registrar of Pension Funds a copy thereof or extracts. 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>

7. Information to facilitate a request for access to Fund records

- The request may be made to the person specified in 1 above and at the contact details specified.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and Regulations thereto
- Please note that the Fund is a separate legal entity from the employer that participates in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors/service providers.
- The requestor must provide sufficient detail on the request form to enable the head of the private body to identify the record and requestor. The requestor should also indicate what form of access is required.
- The requestor 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 requestor must then submit proof of the capacity in which the requestor is making the request to the satisfaction of the head of the Fund.
- The head of the Fund must notify the requestor (other than a personal requestor) by notice, requiring the requestor to pay the prescribed fee (if any) before further processing of the request.
- The head of the Fund will then make a decision whether to grant the request or not, and notify the requestor 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 records for disclosure.

8. Refusal of Access and Protection of Information:

In terms of chapter 4 of the Act, Grounds for Refusal of Access to Records, there is provision for mandatory protection of certain information, save in the special circumstances provided for in the Act.

9. Availability of the manual:

The manual is also available for inspection at the registered office of the Fund free of charge; and copies are available with the SAHRC and in the Gazette.

DUNLOP AFRICA RETIREMENT PLAN **("the Fund")**

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 of 2000 ("The Act")

1. Information required in terms of section 51 (1) (a) of the Act:

Chairman: Mr M J Hankinson

Financial Services Board PF Number: 12/8/25564

Registered Address:

265 Sydney Road
Durban
4001

P.O. Box 925
Durban
4000

Tel no: 031-242 1111

Fax no: 031-242 1605

e-Mail address of Chairman: mhankinson@dunlop.co.za

2. Information required in terms of section 51 (1) (b) of the Act:

Section 51 (1) (b) of the Act calls for a description of the guide referred to in section 10 of the Act, if available, and how to obtain access to it. The guide referred to in section 10 is a guide that must be compiled by the Human Rights Commission containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. The regulations regarding the Promotion of Access to Information published under Government Notice No. R187 of 15 February 2002 set forth how the Human Rights Commission should make the guide available.

3. Information required in terms of section 51 (1) (c) of the Act:

No section 52(2) notice has yet been published by the minister.

4. Information required in terms of section 51 (1) (d) of the Act:

The Fund keeps records in accordance with the following legislation, all of which are available, subject to such legislation and the Act.

- Pension Funds Act 24 of 1956
- Income Tax Act 58 of 1962
- Tax on Retirement Funds Act 38 of 1996

5. Information required in terms of section 51 (1) (e) of the Act:**Description of records held by the Fund:**

- Documents relating to claims (Withdrawals, Retirements, Deaths & Disability)
- Member records
- Accounting records
- Rules and amendments
- Minute book and agenda packs for meetings of trustees
- Register of trustees & Principal Officer .
- Communication sent to members of the Fund.
- Agreements between Fund and service providers
- Correspondence
- Retirement Fund Tax and PAYE

6. Fund records available in terms of the Pension Funds Act 24 of 1956

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

- The registered rules of the Fund (including amendments);

(II). The following records are available for inspection at the registered address of the Fund at no charge:

- The documents referred to in (i) above
- Any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.

Note: in terms of section 22 of 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 (i) and (ii) above and make a copy thereof or take extracts, or obtain from the Registrar of Pension Funds a copy thereof or extracts. 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>

7. Information to facilitate a request for access to Fund records

- The request may be made to the person specified in 1 above and at the contact details specified.
- Any request for access to records in terms of the Act must be completed on the prescribed form in terms of the Act and Regulations thereto
- Please note that the Fund is a separate legal entity from the employer that participates in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors/service providers.
- The requestor must provide sufficient detail on the request form to enable the head of the private body to identify the record and requestor. The requestor should also indicate what form of access is required.
- The requestor 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 requestor must then submit proof of the capacity in which the requestor is making the request, to the satisfaction of the head of the Fund.
- The head of the Fund must notify the requestor (other than a personal requestor) by notice, requiring the requestor to pay the prescribed fee (if any) before further processing of the request.
- The head of the Fund will then make a decision whether to grant the request or not, and notify the requestor 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 records for disclosure.

8. Refusal of Access and Protection of Information:

In terms of chapter 4 of the Act, Grounds for Refusal of Access to Records, there is provision for mandatory protection of certain information, save in the special circumstances provided for in the Act.

9. Availability of the manual:

The manual is also available for inspection at the registered office of the Fund free of charge; and copies are available with the SAHRC and in the Gazette.

Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001

Publications: Tel: (012) 334-4508, 334-4509, 334-4510

Advertisements: Tel: (012) 334-4673, 334-4674, 334-4504

Subscriptions: Tel: (012) 334-4735, 334-4736, 334-4737

Cape Town Branch: Tel: (021) 465-7531

Gedruk deur en verkrygbaar by die Staatsdrukker, Bosmanstraat, Privaatsak X85, Pretoria, 0001

Publikasies: Tel: (012) 334-4508, 334-4509, 334-4510

Advertensies: Tel: (012) 334-4673, 334-4674, 334-4504

Subskripsies: Tel: (012) 334-4735, 334-4736, 334-4737

Kaapstad-tak: Tel: (021) 465-7531