Government Gazette
Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID-AFRIKA

Vol. 458 Pretoria, 22 August / Augustus 2003 No. 25361

MANUAL

IN ACCORDANCE WITH

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

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INDEX

AA WHOLESALERS PROVIDENT ("Fund")

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

The 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: AMEER AMOD

2. Registrar of Pension Funds PF Number of the Fund:

The registered address of the Fund: 27 BLUE GUM STREET ANCHORVILLE LENASIA

3. The postal address of the Fund: P O Box 249 LENASIA 1820

4. The contact telephone number for the Fund: (011) 857 1235

5. The contact facsimile number for the Fund: (011) 857 1238

6. The e-mail address of the Head of the Fund:

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile a guide to the Act to assist people to exercise their rights under the Act. This guide will become available not later than 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:	www.sahrc.org.za.

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

(a) Copies of the following records of the Fund are available on request by a **member** of the Fund after payment of any fees determined by the rules 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 15(1) of the Pension Funds Act, 1956.

(b) The following records are available on request by a **member** for inspection at the registered address of the Fund (see A3 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) **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 take extracts therefrom, or obtain from the Registrar a copy thereof or extract therefrom. The Registrar may be contacted at:

Address:	446 Rigel Avenue Pretoria
Telephone	(012) 428 8000
Facsimile:	(012) 3470221
Website:	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 from the employer(s) that participate in the Fund as well as from the Fund's administrators 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 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 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 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). A copy is also available from the Human Rights Commission (see contact details in B above).

F. DESCRIPTION OF RECORDS HELD BY THE FUND

Claims (Withdrawals, Retirements, Deaths & (where applicable) Disabilities)

- Claim Notification Forms
- Calculations (where available), or computerised statement of claim
- 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).
- Copy of any other court order against benefits
- Payment letter
- Copy of cheque (or cheque/EFT payment reference)
- Beneficiary nomination form (death only)
- Potential beneficiary schedule (if completed by member)
- Potential beneficiary data affidavits (where applicable)
- 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 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 Section 14 application lodged (transferor fund)
- Copy of Section14 (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

Disability (if applicable):

- Medical Reviews -correspondence (where applicable)
- Certificate of continued disability
- Payment/Benefit confirmation
- EFT payment reference
- Recovery Documentation
- Letter of Suspension/Reinstatement from underwriter

Accounting records

If audit exempt:

- Abbreviated financial returns prescribed by Pension Funds Act

If subject to audit:

- 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)
- Trustees' annual reports

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
- Agendas for all meetings to be held (if applicable secretarial services are performed)
- Investment 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 members of the fund
- Copy of service agreement between fund and Administrator and any other service provider
- Correspondence to the trustees in respect of fund matters
- Correspondence to members/beneficiaries/pensioners, where applicable
- Fund statutory valuation reports, where applicable
- Copies of Pension Funds Adjudicator complaints lodged
- Certain communication with the Adjudicator, 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

Manual as required by Section 51 of the Promotion of Access to Information Act No 2 of 2000

Every private body specified in the act, including a pension fund as defined in the Pension Funds Act 24 of 1956, must lodge a copy of this manual with the Human Rights Commission.

A. Contact details for the head of the retirement fund

Name of retirement fund	Mimosa Central Co-op Pension Fund
Name of head of retirement fund	Dr NP Slabbert
Registered street address	24 van Eck Place Pietermaritzburg 3201
Postal address	PO Box 2631 Pietermaritzburg 3200
Telephone number	(0333) 861381
Fax number	(0333) 861380
E-mail address	N/S
Person duly authorized to assist the head of the retirement fund with duties imposed by the act	S Nel

B. South African Human Rights Commission guide

The Human Rights Commission (HRC) is required to compile a guide to assist people in exercising their rights under the act. This guide will become available by no later than August 2003. For further assistance, contact the HRC on:

Address:	Private Bag 2700, Houghton, 2041
Telephone:	(011) 484 8300
Facsimile:	(011) 484 0582
Web site:	www.sahrc.org.za

C. Retirement fund records available in terms of the Pension Funds Act 24 of 1956

(a) Copies of the following records are available on request by a member of the retirement fund after payment of fees, if any, in terms of the rules of the retirement fund:

- The registered rules of the retirement fund, including, if any, amendments to the rules.
- The last audited revenue account and balance sheet prepared in terms of section 15(1) of the Pension Funds Act.
- The last valuator report prepared in terms of section 16 of the Pension Funds Act (if applicable).

- The last statement, if any, and report thereon prepared in terms of section 17 of the Pension Funds Act (if applicable).
- Any scheme which is being carried out by the retirement fund in accordance with the provisions of section 18 of the Pension Funds Act.

(b) The above records are available for inspection, free of charge, at the registered office of the retirement fund.

(c) The Registrar of Pension Funds, from the Financial Services Board (FSB), retains the above records and may be approached for a copy at:

Address: 446 Rigel Avenue South, Erasmusrand, Pretoria

Telephone: (012) 428-8000

Web site: www.fsb.co.za

D. Accessing a record held by the retirement fund

- The request must be made to the head of the retirement fund at the above 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.
- The requester must provide sufficient detail on the request form to enable the head of the retirement fund 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 request is being made.
- The head of the retirement fund must notify the requester by notice, requiring the requester to pay the prescribed fee (if any) before processing the request. The prescribed fee is in the Regulations.
- The head of the retirement fund will then make a decision in accordance with the provisions of the act, whether to grant the request or not and notify the requester of the decision.
- If the request is granted, a further 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.
- Legal remedies are available to a requester who believes that there has been a failure to comply with the act. The requester may lodge an appeal or an application to court.
- Before following the above procedure, the requester is encouraged to contact their HR department or the retirement fund trustees who may have the information being sought readily available.

E. Availability of the manual

The retirement fund's manual is available for inspection free of charge at the registered address of the fund. A copy of the manual is also available from the HRC.

F. Description of records held by the retirement fund, where applicable

Claims (including withdrawals, retirements, deaths and disabilities claims)

- Claim notification forms
- Calculations or computerised statement of claim
- Tax directive (where applicable)
- IT 88 notifications
- Client/broker payment instruction (where applicable)
- Section 37C - disposition of death benefits (where applicable)
- Section 37D - permissible deduction instruction (where applicable)
- Copy of any other court order against benefits
- Copy of cheque/EFT payment reference
- Nomination of beneficiary form (death only)
- Member's dependants and nominees form
- Copy of death certificate (deaths only)
- Medical evidence (where applicable)
- Acceptance/repudiation letter (where applicable)

Membership records

- New entrant notification forms and new entrant certificates
- Retirement benefit contribution records in terms of Regulation 33 and S13A of the Pension Funds Act 24 of 1956
- Installation or renewal data
- Member data change forms
- Statement of member fund values
- Additional benefit calculations
- Member investment choice investment switch forms (where applicable) and investment certificates

Section 14 Transfers/Liquidations

- Member notification communication
- Special report of transferee fund
- Special report of transferor fund
- Certificate by Principal Officer and Trustee
- Description of proposed transfer of business
- Tax directives (where applicable)

Pensioners (where applicable)

- Tax directives (where applicable)
- Commutation of pensions – calculations
- Annuity option forms
- Trustee instruction regarding payments

- Certificate of existence

Disability (if applicable)
- Medical reviews - correspondence (where applicable)
- Certificate of continued disability
- Payment/benefit confirmation
- EFT payment reference
- Letter of suspension/reinstatement from underwriter

Accounting records (whichever documentation is applicable)
- Reports on the progress and financial soundness of the retirement fund
- Reports on the value of the assets and growth achieved by the retirement fund
- Monthly statements of the value of managed funds
- Annual statements of the fund account which show bonuses earned by the retirement fund
- Schedules detailing each employee's share of the retirement fund assets
- Opening and maintaining appropriate bank accounts (where applicable)
- Maintaining records of accounts and registers for the retirement fund in accordance with the act
- Compiling and submitting all schedules and information necessary to enable the auditors to prepare the annual financial statements in the format required by the act
- Preparing or procuring the preparation of the annual tax returns for the retirement fund

Miscellaneous
- Copies of signed rules and amendments to the rules, and policies relating to risk benefits and investments
- Authorised signatories document
- Confirmation of registration and tax approval from the relevant statutory authorities
- Minute books
- Trustees registers
- Membership booklets, where applicable
- Documentation relating to the annual rate review of retirement fund
- Periodic actuarial valuations of the retirement fund
- Mandates or policies of insurance depending on the nature of the investment
- Quarterly/annual outstanding claims report
- Copies of communication sent to members of the retirement fund, such as member benefit statements
- Copy of administration or service level agreement between retirement fund and fund administrator and any other service provider
- Correspondence to the trustees/members/beneficiaries/pensioners on retirement fund matters
- Statutory valuation reports, where applicable
- Copies of Pension Funds Adjudicator complaints lodged

- Certain Adjudicator, SARS and FSB communication relating to the retirement fund
- Copy of investment strategy
- Copy of fidelity and professional indemnity policy (where applicable)
- Housing loan documents (where applicable), including any suretyship granted to a bank
- The preparation and submission of all reports required by the Registrar of Pension Funds.

Manual prepared in terms of s 51 of the Promotion of Access to Information Act, No 2 of 2000 of:

THE PLATO TRUST.

1. Particulars of private body:
THE PLATO TRUST IT 2832/99

Postal & Street Address: 165 Highway Road
Fish Hoek
7975

Telephone & Fax: 021 - 7822479

Information Officer: K. Swanepoel

2. Human Rights Commission Guide:
The guide (once published) can be obtained from the Human Rights Commission, Private Bag 2700,Houghton, 2041
Tel: 011-4848300
Fax: 011-4840582

3. No records are available without a request for access in terms of this Act.

4. The following documents are available in terms of legislation:
Documents required in terms of the Trust Property Control Act.

5. Requests for access can be addressed to the Information Officer at the above address by submitting the prescribed form.

6. The following records are held:
Financial records- including tax returns & bank statements
General communication- correspondence including letters, e-mails & faxes.

GLENFAIR BROKERS BK: 1989/019840/23
MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2002 (The Act)

CONTACT DETAILS (S51(1)(a))

The director of the company will deal with all matters relating to the Act.

Postal address	P O Box 32893 GLENSTANTIA 0010	Street address	558 Kenson Street CONSTANTIA PARK PRETORIA 0102
Telephone	(012)993 5035	Facsimile	(012) 993 5035
E-mail	glenfairb@absamail.co.za		

THE GUIDE AS DESCRIBED IN SECTION 10 (S51(1)(b))

The guide will be available from the Human Rights Commission.

CATEGORIES OF RECORDS OF THE COMPANY WHICH ARE AVAILABLE WITHOUT PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). (S51(1)(c))

No notice of such records has been made to the Minister.

RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. (S51(1)(d))

Records are kept in accordance with the provisions of the following legislation:

The Close Corporation Act, Act 69 of 1984
The Income Tax Act, Act 58 of 1962
The Value-Added Tax Act, 1991
The Unemployment Insurance Act, 1966
Basic Conditions of Employment Act.

HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY THE COMPANY AND THE CATEGORIES IN WHICH THESE SUBJECTS ARE CLASSED. (S51(1)(e))

A requester must comply with all the procedural requirements in the Act relating to the request for access to a record and complete Form C that has been published in Annexure B of the Government Gazette Notice 187 on 15 February 2002.

Categories of records held by the company

Operational information required in the day-to-day running of the company and is generally of little to no use to persons outside the company.

Personnel records kept in terms of the various labour and tax laws.

Records of clients and their instructions to the company details of which cannot be supplied without such client's written consent.

Financial and accounting records.

OTHER INFORMATION AS MAY BE PRESCRIBED (S51()(f))

Not applicable.

FEES IN RESPECT OF PRIVATE BODIES

The fees payable for requests in terms of Sections 52(3), 54(1) and 54(7) shall be the fees listed in Part III that has been published in Annexure A of the Government Gazette Notice 187 on 15 February 2002.

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
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