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M A N U A L

IN ACCORDANCE WITH

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



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

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ALTIKO INDUSTRIES BK

1995/034859/23

HANDLEIDING INGEVOLGE ARTIKEL 51 VAN DIE WET OP BEVORDERING VAN TOEGANG TOT INLIGTING, WET 2 VAN 2002 (Die Wet)

KONTAKBESONDERHEDE (A51(1)(a))

Die Beslote Korporasie se fisiese adres is Mootstraat 340, Hermanstad 0082. Die lede van die Beslote Korporasie het die Lid wat met alle aangeleenthede rakende die Wet sal handel, as inligtingsbeampte aangestel. Die kontakbesonderhede van beide die Beslote Korporasie en die inligtingsbeampte is as volg:

Posadres	Posbus 4502	Straatadres	Mootstraat 340
	HERCULES		HERMANSTAD
	0030		0082

Telefoon	(012)379 3610	Faksimilee	(012)379 0633
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DIE GIDS SOOS IN ARTIKEL 10 BEDOEL (A51(1)(b))

Die gids kan vanaf die Suid-Afrikaanse Menseregtekommissie verkry word.

KATEGORIEË VAN REKORDS WAT BESIKBAAR IS SONDER DAT 'N PERSOON 'N VERSOEK INGEVOLGE ARTIKEL 52(2) VAN HIERDIE WET HOEF TE RIG (A51(1)(c))

Geen kennisgewing van sodanige rekords is deur die Minister gepubliseer nie.

REKORDS WAT INGEVOLGE ANDER WETGEWING BESIKBAAR IS (A51(1)(d))

Rekords word ingevolge die bepalings van die volgende wetgewing gehou:

Die Wet op Beslote Korporasies, Wet 69 van 1984
 Die Inkomstebelastingwet, Wet 58 van 1962
 Die Wet op Belasting op Toegevoegde Waarde, 1991
 Die Werkloosheidsversekeringswet, 1966
 Die Wet op Vergoeding vir Beroepsbeserings en -siektes, Wet 130 van 1993
 Die Wet op Basiese Diensvoorwaardes, Wet 75 van 1997

HOE OM TOEGANG TOT 'N REKORD TE VERSOEK. 'N BESKRYWING VAN DIE ONDERWERPE WAAROM DIE BESLOTE KORPORASIE REKORDS HOU EN DIE KATEGORIEË REKORDS GEHOU. (A51(1)(e))

Die versoeker moet voldoen aan al die prosedurevereistes in die Wet wat verband hou met die versoek vir toegang tot 'n rekord en Vorm C, soos vervat in Aanhangsel A tot Kennisgewing R.187 gepubliseer in Staatskoerant 23119 op 15 Februarie 2002.

Kategorieë van rekords gehou deur die beslote korporasie:

Bedryfsinligting benodig vir die dag-tot-dag bestuur van die beslote korporasie en is gewoonlik min of geen waarde vir persone buite die beslote korporasie

Personeel rekords gehou ingevolge die verskeie arbeids- en belastingwette

Finansiële en rekeningkundige rekords

NADER INLIGTING WAT VOORGESKRYF MAG WORD (A51(1)(f))

Nie van toepassing

GELDE TEN OPSIGTE VAN PRIVAATLIGGAME

Die gelde betaalbaar vir versoeke ingevolge Artikel 52(3), 54(1) en 54(7) sal die gelde soos gepubliseer in Deel III tot die Bylae van Kennisgewing R.187 in Staatskoerant 23119 van 15 Februarie 2002.

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Uitgereik: 20 Augustus 2003

COURTHIEL PENSION FUND

MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2/2000 ("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

Head of the Fund	ANDRE DE BEER
Registrar of Pension Funds PF Number of the Fund	12/8/13945
The registered address of the Fund	VOSMAAR STREET, DAL JOSAFAT, PAARL, 7620
The postal address of the Fund	PO BOX 319, PAARL, 7620
The contact telephone number for the Fund	021-8683000
The contact facsimile number for the Fund	021-8683496
The e-mail address of the Head of the Fund	adebeer@tbspinn.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 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:
- 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.
- (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:
- the documents referred to in C(a) above;
 - the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds Act, 1956;
 - the last statement (if any) 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.
- (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)	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 Section 14 (1) (e) certificate (transferee and transferor funds)
Pensioners (where applicable)	<ul style="list-style-type: none"> • Special tax directives or court orders • Commutation of pensions –calculations • Annuity option forms • Trustee instruction regarding payments • Certificate of existence
Disability (if applicable)	<ul style="list-style-type: none"> • 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	<p>If audit exempt:</p> <ul style="list-style-type: none"> • Abbreviated financial returns prescribed by Pension Funds Act <p>If subject to audit:</p> <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

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