

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

for the

**CENTRAL RETIREMENT ANNUITY FUND ("Fund")
Registrar of Pension Funds PF Number of the Fund – 12/8/4038**

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 (Principal Officer) | Thabile Gratia Nekile |
| 2. The registered address of the Fund | 2 Strand Road, Bellville |
| 3. The postal address of the Fund | PO Box 1, Sanlamhof, 7532 |
| 4. The contact telephone number for the Fund | (021) 947 5829 |
| 5. The contact facsimile number for the Fund | Not available |
| 6. The e-mail address of the Head of the Fund | Thabile.nekile@sanlam.co.za |

B. SOUTH-AFRICAN HUMAN RIGHTS COMMISSION GUIDE

The Human Rights Commission has compiled a guide to help people who wish to exercise any rights granted by the Act. If you need any help, you can contact the Human Rights Commission at the following address:

Private Bag 2700 Houghton 2041
Tel (+ 27 11) 484 8300
Fax (+ 27 11) 484 0582
Web www.sahrc.org.za

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

- (a) Copies of the registered rules of the Fund (including amendments) are available on request by a **member** of a Fund after payment of any fees determined by the rules of the Fund.
- (b) The registered rules of the Fund (including amendments) are available on request by a **member** for inspection at the registered address of the Fund (see A2 above) at no charge.
- (c) **Any person** (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any document 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.

T.G.N.

- Please note that the Fund is a separate legal entity from the administrator, Sanlam Life Insurance Limited.
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- Claim Notification Forms
- Calculations (where available), or computerised statement of claim
- Tax Application (where applicable)
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- IT 88 notifications
- Tax Certificate (Duplicate -where applicable)
- Client / broker payment instruction (where applicable).
- Copy of any court order against benefits
- Payment letter
- Copy of cheque (or cheque/EFT payment reference)
- Beneficiary nomination form (death only)
- Copy of death certificate

Member Data

- Contribution records
- Member investment choice (where applicable)
- Statement of member fund value
- Member investment choice investment switch forms (where applicable)

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Section 14 Transfers / Liquidations

- Option forms (where applicable)
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- Copy of Section 14 (1) (e) certificate (transferee and transferor funds)

Pensioners (where applicable):

- Tax directives
- Annuity option forms

Disability (if applicable):

- Medical Reviews -correspondence (where applicable)
- Payment/Benefit confirmation

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
- Copies of communication sent to members of a fund
- Copy of service agreement between fund and Administrator and any other service provider
- Correspondence to the trustees in respect of fund matters
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- Copies of Pension Funds Adjudicator complaints lodged
- Certain communication with the Adjudicator, SARS and FSB
- Original or copy of fidelity and professional indemnity policy (where applicable)

J. J. J. J.
10 March 2015

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

for the

**SANLAM LINKED RETIREMENT ANNUITY FUND ("Fund")
Registrar of Pension Funds PF Number of the Fund – 12/8/37801**

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.

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| 1. Head of the Fund (Principal Officer) | Thabile Gratia Nekile |
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Address Riverwalk Office Park, Block B, 41 Matroosberg Road (Corner Garsfontein and Matroosberg Roads), Ashlea Gardens, Extension 6, Menlo Park, Pretoria

Telephone (012) 428 8000
Facsimile (012) 346 6941
Website www.fsb.co.za

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Miscellaneous

- Copy of signed rules and amendments
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- Minute book
- Trustees register
- Original or copies of any insurance policy documents relating to risk benefits and investments
- Copies of communication sent to members
- 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
- Copies of Pension Funds Adjudicator complaints lodged
- Certain communication with the Adjudicator, South African Revenue Service and Financial Services Board
- Original or copy of fidelity and professional indemnity policy (where applicable)



10 March 2015

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

for the

**SANLAM PRESERVATION PENSION FUND ("Fund")
Registrar of Pension Funds PF Number of the Fund – 12/8/28800**

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

- | | |
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| 1. Head of the Fund (Principal Officer) | Thabile Gratia Nekile |
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A handwritten signature in black ink, appearing to read 'J. White', is located at the bottom left of the page.

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

for the

**SANLAM PRESERVATION PROVIDENT FUND ("Fund")
Registrar of Pension Funds PF Number of the Fund – 12/8/28801**

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Jwete
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J. White
10 March 2015

FORM C

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

- | | |
|-----|---|
| (a) | The particulars of the person who requests access to the record must be given below. |
| (b) | The address and/or fax number in the Republic to which the information is to be sent must be given. |
| (c) | Proof of the capacity in which the request is made, if applicable, must be attached. |

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed <i>ONLY</i> if a request for information is made on behalf of another person.
--

Full names and surname:

Identity number:

D. Particulars of record

- | | |
|-----|--|
| (a) | Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. |
| (b) | If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios. |

1 Description of record or relevant part of the record:

2 Reference number, if available:

3 Any further particulars of record:

E. Fees

- (a) A request for access to a record, other *than* a record containing personal information about yourself, will be processed only after a request fee has been paid.
- (b) You will be *notified* of the amount required to be paid as the request fee.
- (c) The fee payable for access to a record depends *on* the form *in which* access is required and the reasonable time *required* to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required
Mark the appropriate box with an X.	
<p>NOTES:</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p>	

1. If the record is in written or printed form:					
	copy of record*		inspection of record		
2. If record consists of visual images this includes photographs, slides, video recordings, computer-generated images, sketches, etc)					
	view the images		copy of the images"		
			transcription of the images*		
3. If record consists of recorded words or information which can be reproduced in sound:					
	listen to the soundtrack audio cassette		transcription of soundtrack* written or printed document		
4. If record is held on computer or in an electronic or machine-readable form:					
	printed copy of record*		printed copy of information derived from the record"		
			copy in computer readable form* (stiffy or compact disc)		
'If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			<table border="1"> <tr> <td style="width: 50%;">YES</td> <td style="width: 50%;">NO</td> </tr> </table>	YES	NO
YES	NO				

G Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at..... This..... day of20

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE