

THE COMPETITION COMMISSION PENSION 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

Head of the Fund	Johan Dreyer (Chairperson) Janeen de Klerk (Secretary)
Registrar of Pension Funds PF Number of the Fund	5006/R14448/DM 53
The registered address of the Fund	Building B Glenfield Park c/o Glenwood and Oberon Str, Faerie Glen, Pretoria
The postal address of the Fund	Pvt. Bag X 23 Lynnwood Ridge 0040
The contact telephone number for the Fund	012 482 9010 (Chairperson) 012 482 9209 (Secretary)
The contact facsimile number for the Fund	012 482 9201
The e-mail address of the Head of the Fund	Johand@compcom.co.za (Chairperson) Janeend@comptrib.co.za (Secretary)

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 Directive (where applicable) (held with financial advisor) ?? Client / broker payment instruction (where applicable).(held with financial advisor) ?? Payment letter (held with financial advisor) ?? 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)
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)

Accounting records	If audit exempt: ?? Abbreviated financial returns prescribed by Pension Funds Act
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 ?? 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 ?? Copy of investment strategy (being drafted) ?? Original or copy of fidelity and professional indemnity policy (where applicable)