

# **MANUAL**

**As required in terms of section 51 of the  
PROMOTION OF ACCESS TO INFORMATION ACT  
No. 2 of 2000  
("the ACT")**

**This manual contains information required  
to request access to the records of:**

**SOUTH AFRICAN RETIREMENT ANNUITY FUND  
(Fund registration no: 12/8/3904)  
("the Fund")**

Date compiled: 26 November 2020

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## 1. INTRODUCTION

The South African Retirement Annuity Fund is a retirement annuity fund as defined in the Pension Funds Act, 24 of 1956. It is a private body as defined in the ACT.

## 2. FUND CONTACT DETAILS

1.	Principal Officer of the Fund	<b>Mr Hein Landsberg</b>
2.	Information Officer of the Fund	<b>Mr Hein Landsberg</b>
3.	Registered address of the Fund	<b>Mutualpark Jan Smuts Drive Pinelands, 7405</b>
4.	Postal address of the Fund	<b>South African Retirement Annuity Fund P.O. Box 315 Mutual Park 7405</b>
5.	Contact telephone number for the Fund	<b>Tel: +27 (0)21 504 6101</b>
6.	E-mail address of the Information Officer of the Fund	<a href="mailto:hlandsberg2@oldmutual.com">hlandsberg2@oldmutual.com</a>

## 3. THE ACT

3.1 The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Regulations to the ACT.

3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission (“the SAHRC”), which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC. The contact details of the Commission are:

**Postal Address:** Private Bag 2700, Houghton, 2041

**Telephone Number:** +27-11-877 3600

**Fax Number:** +27-11-403 0625

**Website:** [www.sahrc.org.za](http://www.sahrc.org.za)

#### 4. LEGISLATION IN TERMS OF WHICH RECORDS MAY BE AVAILABLE

<b>No</b>	<b>Ref</b>	<b>Act</b>
1	1996	Constitution of the Republic of South Africa
2	No 51 of 1977	Criminal Procedure Act
3	No 70 of 1979	Divorce Act
4	No 9 of 2017	Financial Sector Regulations Act
5	No 52 of 1998	Long Term Insurance Act
6	No 58 of 1962	Income Tax Act
7	No 18 of 2017	Insurance Act
8	No 99 of 1998	Maintenance Act
9	No 24 of 1956	Pension Funds Act
10	No 2 of 2000	Promotion of Access of Information Act

#### 5. RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS ACT

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

(b) The following records are available for inspection at the registered address of the Fund (at the address provided above) above:

- (i) the documents referred to in 5(a) above;
- (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension Funds Act;
- (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act;
- (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act.

(c) In terms of section 30L of the Pension Funds Act **any member of the public** may obtain a readable copy of the record of the proceedings relating to the adjudication of a complaint and the evidence given on payment of a fee determined by the Adjudicator.

- (d) In terms of section 22 of the Pension Funds Act, **any person** (upon payment of prescribed fees) may inspect at the office of the Financial Sector Conduct Authority any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Financial Sector Conduct Authority a copy thereof or extract therefrom. The Financial Sector Conduct Authority may be contacted at:

**Address: Riverwalk Office Park, Block B, 41 Matroosberg  
Road, Ashlea Gardens, PRETORIA, 0081**

**Telephone: (012) 428-8000**

**Facsimile: (012) 346-6941**

**Website: [www.fsca.co.za](http://www.fsca.co.za)**

## **6. DESCRIPTION OF RECORDS HELD BY THE FUND**

### **GENERAL RECORDS**

- Rules and Rule amendments
- FSCA Certificate of Registration
- SARS letter of Approval
- Fund Register in terms of regulation 31 of the Pension Funds Act
- Minute Book and agenda packs for meetings of Trustees
- Valuation Reports
- FSCA letters of any exemption and extensions granted in terms of the Pension Funds Act and the Financial Sector Regulations Act

### **MEMBER RECORDS**

- Membership details
- Contribution records
- Member Benefit Statements
- Tax applications, directives and certificates (where applicable)
- Member choice forms
- Member claim forms

## **DETAILS OF DEPENDANTS AND NOMINEES**

- Beneficiary nomination details
- Information furnished to the Fund at death claim stage to execute the duties in terms of section 37C of the Pension Funds Act

## **CONTRACTS**

- All contracts entered into by the Fund such as contracts with service providers, investment contracts and policies of insurance including the fidelity and indemnity insurance policy

## **FINANCIAL RECORDS**

- Annual Financial Statements
- Reports from the auditor
- Bank statements
- Investment statements
- Invoices issued to the Fund

## **7. NOTICE IN TERMS OF SECTION 52(2) OF THE ACT: VOLUNTARY DISCLOSURE AND AUTOMATIC AVAILABILITY OF CERTAIN RECORDS**

No notice in terms of section 52(2) of the ACT has been published. Certain records are available on Old Mutual's website [www.oldmutual.com](http://www.oldmutual.com).

## **8. AVAILABILITY OF MANUAL**

This Manual is available on the Fund's website at [www.oldmutual.co.za/personal/solutions/retirement-plans/SARAF](http://www.oldmutual.co.za/personal/solutions/retirement-plans/SARAF)

A copy of this Manual has been dispatched to the SAHRC.

This Manual is, during normal office hours and upon prior request, available for public inspection at the Fund's registered address provided above.

**9. PROCEDURE TO BE FOLLOWED TO REQUEST ACCESS TO RECORDS**

A person requesting access to a record ("the requester") must complete the prescribed **FORM C** as contained in the Regulations to the ACT.

The completed Form C must either be **posted** or **emailed** to the Fund's Information Officer at the address provided in section 2 above.

For the request to be processed, Form C must be completed thoroughly to enable the Fund to identify:

- The records requested;
- The requester (and if an agent is lodging the request, proof of capacity);
- The form of access required;
- The postal address, email address or fax number of the requester in the Republic; and
- The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

The Information Officer will process the request and inform the requester of the fees (if any) that he/she must pay and of the further steps that will follow in the processing of the request.

**Please note:** *Access to certain records may be denied on the grounds set out in the ACT.*

NAME:.....  
**CHAIR OF THE BOARD**

SIGNED AT .....ON..... 2020

NAME: Gary Hartwig ..... SIGNATURE:.....  
**MEMBER OF THE BOARD**

SIGNED AT Durbanville .....ON..... 7th December ..... 2020

NAME: Hein Landsberg ..... SIGNATURE:.....  
**PRINCIPAL OFFICER**

