An AB Sugar company

# ILLOVO SUGAR PENSION FUND ("THE FUND")

# MANUAL

# PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, (PAIA), 2000 (ACT NO. 2 OF 2000) ("THE ACT")

## 1 INTRODUCTION OF ENTITY

The Illovo Sugar Pension Fund is a Pension Fund as defined in the Pension Funds Act 24 of 1956. It is an underwritten body as defined by the Act.

## 2 PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

This Manual has been compiled in accordance with the Promotion of Access to Information Act 2 of 2000 ("the Act") and applies to the Illovo Sugar Pension Fund.

## 3 CONTACT DETAILS

1. Principal Officer of the Fund – **Robert Milton Knox**.
2. Information Officer – **Robert Milton Knox** (Principal Officer).
3. The Financial Conduct Sector Authority PF Number of the Fund is: **PF 12/8/1138/2.**
4. The registered address of the Fund is: **Illovo Sugar Africa (Pty) Ltd., 1 Nokwe Avenue, Ridgeside, Umhlanga Rocks 4319.**
5. The contact telephone number of the Fund is: **(031) 508-4300.**
6. The contact email address of the Fund is: **pensions@illovo.co.za.**
7. The e-mail address of the Principal Officer of the Fund is: **robert@poservices.co.za.**
8. The e-mail address of the Information Officer of the Fund is: **robert@poservices.co.za.**

## 4
## THE GUIDE AS DESCRIBED IN SECTION 10

The Guide will be available from the South African Human Rights Commission ("SAHRC") and provides greater clarity on or assistance with the Act. It will, inter alia, include the following:

- What the objectives of this Act are.
- The relevant contact details of each public and private body (if available).
- The process that needs to be followed in order to request access to records.
- The assistance available from the Information Officer of a public body and the SAHRC.
- How to obtain access to a manual of a public and private body.
- All the remedies available in law.
- Details on prescribed fees payable in respect of requests for information.

The Guide has been compiled in each official language and contains such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in the Act

Please direct queries to the SA Human Rights Commission website (www.sahrc.org.za)

Address: Braampark Office Park, 33 Hoofd Street, Braamfontein.
Telephone: (011) 877 3600
Website: http://www.sahrc.org.za
Postal Address: Private Bag X2700, Houghton, 2041

## 5
## TYPES OF RECORDS AVAILABLE ON REQUEST

(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, 1956.

(b) The following records are available for inspection at the registered office of the Fund at no charge:

(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, 1956.

(iii) 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) Note – 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 Conduct Sector Authority a copy thereof or extract therefrom. The Financial Sector Conduct Authority may be contacted at :

Address: 41 Matroosberg Road, Ashlea Gardens, Pretoria 0002
Telephone: (012) 428 8000
Facsimile: (012) 346 6941
Website: http//www.fsca.co.za

## 6
## INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS

- The request must be made to the person specified in 3 above and at the contact details specified in 3 above.
- Any request for access to records in terms of the Act must be completed on the prescribed Form C attached in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the Principal Employer that participates in the Fund as well as from the Fund's administrator, auditor, consultants, actuary, 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 (other than a personal 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 decide whether to grant the request or not and notify the requester 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.

## 7
## FEES PAYABLE IN RESPECT OF PRIVATE BODIES

The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R2.00 for every photocopy of an A4-size page or part thereof.

The fees for reproduction referred to in regulation 11(1) are as follows:

| | |
|---|---|
| For every photocopy of an A4-size page or part thereof | **R2.00** |
| For every printed copy of an A4-size page or part thereof held on a computer or in electronic form | **R2.00** |
| For a copy in a computer-readable form | **R100.00** |

To search for and prepare the record for disclosure: R30.00 for each hour or part of an hour reasonably required for such search and preparation.

For purposes of section 54(2) of the Act, the following applies:

- Six hours as the hours to be exceeded before a deposit is payable.
- One-third of the access fee is payable as a deposit by the requestor.
- The actual postage is payable when a copy of a record must be posted to a requester.

## 8
## AVAILABILITY OF THE MANUAL

The Fund's manual is available for inspection free of charge at the registered address of the Fund (see 3 above). Furthermore, a copy is available from the South African Human Rights Commission (see contact details in 4 above).

## 9
## DESCRIPTION OF RECORDS HELD BY THE FUND

***Claims (Withdrawals, Retirements, Deaths & Disabilities)***

- Claim Notification Forms.
- Calculations (where available), or computerised statement of claim value.
- Tax Application (where applicable).
- Tax Directive (where applicable).

- T88 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 EFT payment reference.
- Trustees' Resolution – Disposal of benefit (deaths only).
- Insurance received – statement by insurer (deaths only).
- Copy of death certificate.
- Statement by Employer (Ill-Health only).
- Statement by Employee (Ill-Health only).
- Acceptance/Declination Letter (Ill-Health only).

### *Member Data*

- New entrant data.
- Contribution records.
- Installation & Acquisition data.
- Statement of member fund value.
- Additional benefit/surplus calculations.

### *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 Section 14(1)(e) certificate (transferee and transferor funds).

### *Ill-Health Early Retirement*

- Medical Reviews – correspondence (where applicable).
- Payment/Benefit confirmation letter.
- EFT payment reference.
- Recovery Documentation.

### *Accounting Records*

- 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).

### *Miscellaneous*

- Copies of signed rules and amendments.
- Minute Books.
- Trustee Register.
- Original or copies of all policy documents relating to Group Life Assurance Benefit, Fidelity Cover, etc., (where the Fund has such a benefit).
- Documentation relating to the review of insurances on an annual basis as well as the quotations obtained from Insurers to conduct a rebroke exercise.
- Agendas for all meetings.
- Investment Manager Mandates or policies of insurance depending on the nature of the investment.
- Copies of statements detailing the asset values of an investment portfolio.
- Copies of communication sent to members of the Fund in respect of specific events, e.g., Trustees' Reports, changes to death benefit structure, changes to fund structure, etc.
- Copy of Service Agreement between the Fund and Administrator.
- Correspondence to the Trustees in respect of Fund matters.
- Correspondence to members/pensioners, where applicable.
- Fund statutory valuation reports.
- Confirmation as to appointment of Principal Officer and Actuary of the Fund.
- Copies of any complaints submitted to the Pension Fund Adjudicator.
- Certain communication with FSCA and SARS.