

**COLUMBUS RETIREMENT FUND (PENSION SECTION) AND COLUMBUS
RETIREMENT FUND (PROVIDENT SECTION)**

Registration numbers 12/8/33170 and 12/8/33171

Manual

prepared in terms of

Section 51

of

The Promotion of Access to Information Act 2 of 2000

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1. INTRODUCTION

The Columbus Retirement Fund (Pension Section) and Columbus Retirement Fund (Provident Section) are pension funds as defined in the Pension Funds Act 24 of 1956. Both Funds are private bodies as defined in the Promotion of Access to Information Act 2 of 2000. The Funds conducts the business of a retirement fund in accordance with the requirements set by the Pension Funds Act and Income Tax Act is subject to the authority of the Financial Services Board (FSB). The Columbus Retirement Fund (Pension and Provident Sections) processes amongst others personal information of members and beneficiaries, of which it must protect the confidentiality.

2. CONTACT DETAILS

2.1 The head of the Fund / Authorised Person is Johan Hartzenberg (Principal Officer).

2.2 The Financial Services Board PF number of the Fund is:

- Columbus Retirement Fund (Pension Section): 12/8/33170
- Columbus Retirement Fund (Provident Section) : 12/8/33171

2.3 The postal address of the Fund is: PO Box 67528, Highveld Ext 2, 0169

2.4 The registered address of the Fund is: Room 2, Office Block D, Columbus Stainless, Off Hendrina Road, Middelburg, Mpumalanga, 1050.

2.5 The contact telephone number for the Fund is: (012) 648 9180

2.6 The contact facsimile number for the Fund is: 086 510 9621

2.7 The email address of the Head of The Fund / Authorised Person is:
jhhartz@outlook.com.

2.8 The website address for the Fund is: www.yourfund.co.a/columbus

3. SA HUMAN RIGHTS COMMISSION GUIDE

The SA Human Rights Commission (SAHRC) has, in terms of section 10 of the Promotion of Access to Information Act 2 of 2000 (PAIA), developed a guide containing information reasonably required by a person wishing to exercise or protect any right in terms of PAIA. This Guide contains amongst others the following information:

- The purpose of PAIA;
- The manner, form and costs of a request for access to information held by a body;
- Assistance available from Information Officers and the SAHRC;
- Legal remedies when access to information is denied;
- When access to information may be denied; and
- The contact details of Information Officers in the National, Provincial and Local Government.

The Guide is available on the SAHRC's website at www.sahrc.org.za. Copies of the Guide can also be obtained at all the SAHRC's provincial offices of which the contact details are included in the Guide. Enquiries regarding the Guide can be addressed to the SAHRC of which the contact details are as follows:

Postal Address: Private Bag X2700, Houghton, 2041
 Telephone Number: 011 877 3803 / 3600
 Fax Number: 011 403 0625
 E-mail: lidlamini@sahrc.org.za

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

4.1 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 set of Annual Financial Statements prepared in terms of section 15(1) of the Pension Funds Act, 1956.

4.2 The following records (if applicable) are available for inspection at the registered address of the Fund (see 2.4 above) at no charge:

- (i) the documents referred to in 4.1 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 (if applicable) of the Pension Funds Act, 1956.

4.3 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 Registrar of Pension Funds any record referred to in 4.1 and 4.2 above and make a copy thereof or take extracts therefrom, or obtain from the Registrar of Pension Funds a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at:

Address: Riverwalk Office Park, Block B
 41 Matroosberg Road (Corner Garsfontein and Matroosberg Roads) Ashlea
 Gardens, Extension 6
 Menlo Park
 Pretoria
 South Africa
 0081
 Telephone: (012) 428 8000
 Facsimile: (012) 346 6941
 Website: <http://www.fsb.co.za>.

5 INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS

- The request must be made to the person specified in 2.1 above and at the contact details specified in 2 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, auditors, consultants, actuaries 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 / Authorised Person 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/ Authorised Person 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.

6 AVAILABILITY OF THE MANUAL

The Funds' manual is available for inspection free of charge at the Funds' Administrator's office, i.e. 2 Highgrove Office Park, 50 Tegel Avenue, Highveld Techno Park, Centurion, 0157.

Furthermore, a copy is available from the Human Rights Commission (see contact details in 3 above).

7 DESCRIPTION OF RECORDS HELD BY THE FUND

The Fund holds the following categories of records in respect of the specified data subjects:

DATA SUBJECTS	CATEGORIES OF RECORDS
Claims (Withdrawals, Retirements, Deaths and Disabilities)	<ul style="list-style-type: none"> • Claim Notification Forms (Note: from 2013 these are generally submitted electronically) • Calculations (where available), or computerised statement of claim value • Tax Directive 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 EFT payment reference • Trustees' Resolution - Disposal of benefit (deaths only) • Copy of death certificate • Statement by Employer (disability only) • Statement by Employee (disability only)
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 S14 application lodged (transferor fund) • Copy of S14 (1) (e) certificate (transferee and transferor funds)
Accounting records	<ul style="list-style-type: none"> • Cashbooks and reconciliations to bank account • 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)

DATA SUBJECTS	CATEGORIES OF RECORDS
Miscellaneous (as applicable on services provided)	<ul style="list-style-type: none"> • Copies of signed Rules and Amendments • Minute books • Trustees registers • Original or copies of policy documents relating to fidelity cover • Documentation relating to the review of insurances on an annual basis as well as the quotations obtained from insurers to a rebroke exercise • 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 funds in respect of specific events e.g. Trustees' reports, Member level Investment Choice, changes to death benefit • Correspondence to the trustees in respect of fund matters • Correspondence to members or former members, where applicable • Quarterly Financial Reviews (if applicable) • Confirmation of the appointment of Principal Officer and Actuary of Fund • Copies of Pension Fund Adjudicator complaints lodged • Certain communication with SARS and FSB

8 PROCEDURE TO OBTAIN ACCESS TO FUND RECORDS

The fact that records are held by the Fund as listed in this Manual should not be construed as conferring upon any requester any right to that record. PAIA grants a requester access to records of a private body, if the record is required for the exercise or protection of any right. If a public body lodges a request, the public body must be acting in the public interest. Access to records and information is not automatic. Any person, who would like to request access to any of the above records or information, is required to complete a request form, which is attached to this Manual as **Annexure A**, and pay the fees specified in PAIA, attached hereto as **Annexure B**. The request form is also available from:

- The Head of Fund / Authorised Person of the Fund at the contact details stipulated above.

9 FEES PAYABLE TO OBTAIN ACCESS TO FUND RECORDS

The fees for requesting and accessing information and records held by the Columbus Retirement Fund (Pension and Provident Sections) are prescribed in terms of PAIA. A requestor (other than a personal requester) is required to pay the prescribed fee of R50 before a request will be processed. The fees payable, which may be amended from time to time in accordance with notices published in the Government Gazette, are attached hereto as Annexure B. Details of the fees payable and any change to such fees may be obtained from the Head of Fund / Authorised Person. The fees are also available on the website of the SAHRC. A requester may also be required to pay the fees prescribed for searching and compiling the information, which has been requested, including copying charges.

ANNEXURE A: REQUEST FORM

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY (Section 53(1) of the Promotion of Access to Information 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: _____

C. Particulars of person on whose behalf the request is made

This section must be completed ONLY 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 or and prepare a record.
- d. If you qualify for exemption of the payment of any fee, please state the reasons 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**.

NOTES:

- a. Compliance with your request in the specified form may depend on the form in which the record is available.
- 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.
- c. The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed for:

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 the 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* (compact disk)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?

YES

NO

Postage is payable.

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

<i>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.</i>

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

Signed at _____ this _____ day of _____ 20____

SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF THE REQUEST IS
MADE

ANNEXURE B: FEES

GENERAL: VALUE-ADDED TAX

Public and private bodies registered under the Value-Added Tax Act, 1991 (Act [No. 89 of 1991](#)), as vendors may add value-added tax to all fees prescribed in this Annexure.

PART I FEES IN RESPECT OF GUIDE

1. The fee for a copy of the guide as contemplated in [regulations 2 \(3\) \(b\)](#) and [3 \(4\) \(c\)](#) is R0,60 for every photocopy of an A4-size page or part thereof.

PART II FEES IN RESPECT OF PUBLIC BODIES

1. The fee for a copy of the manual as contemplated in [regulation 5 \(c\)](#) is R0,60 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in [regulation 7 \(1\)](#) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,40
(c) For a copy in a computer-readable form on—	
(i) stiffy disc	5,00
(ii) compact disc	40,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12,00
(ii) For a copy of an audio record	17,00

3. The request fee payable by every requester, other than a personal requester, referred to in [regulation 7 \(2\)](#) is R35,00.

4. The access fees payable by a requester referred to in [regulation 7 \(3\)](#) are as follows:

	R
(1) (a) For every photocopy of an A4-size page or part thereof	0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,40
(c) For a copy in a computer-readable form on—	
(i) stiffy disc	5,00
(ii) compact disc	40,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12,00
(ii) For a copy of an audio record	17,00
(f) To search for and prepare the record for disclosure, R15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	
(2) For purposes of section 22 (2) of the Act, the following applies:	
(a) Six hours as the hours to be exceeded before a deposit is payable; and	
(b) one third of the access fee is payable as a deposit by the requester.	
(3) The actual postage is payable when a copy of a record must be posted to a requester.	

PART III FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in [regulation 9 \(2\) \(c\)](#) is R1,10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in [regulation 11 \(1\)](#) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on—	

	(i) stiffy disc	7,50
	(ii) compact disc	70,00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	40,00
	(ii) For a copy of visual images	60,00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
	(ii) For a copy of an audio record	30,00

3. The request fee payable by a requester, other than a personal requester, referred to in [regulation 11 \(2\)](#) is R50,00.

4. The access fees payable by a requester referred to in [regulation 11 \(3\)](#) are as follows:

		R
(1)	(a) For every photocopy of an A4-size page or part thereof	1,10
	(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
	(c) For a copy in a computer-readable form on—	
	(i) stiffy disc	7,50
	(ii) compact disc	70,00
	(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00
	(ii) For a copy of visual images	60,00
	(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
	(ii) For a copy of an audio record	30,00
	(f) 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.	
(2)	For purposes of section 54 (2) of the Act, the following applies:	
	(a) Six hours as the hours to be exceeded before a deposit is payable; and	
	(b) one third of the access fee is payable as a deposit by the requester.	
(3)	The actual postage is payable when a copy of a record must be posted to a requester.	