

**MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS
TO INFORMATION ACT, No. 2 of 2000 (“the ACT”)**

For

SENTINEL MINING INDUSTRY RETIREMENT FUND

The Sentinel Mining Industry Retirement Fund (Fund) is a pension fund as defined in the Pension Funds Act 24 of 1956 (PFA). It is a private body as defined by the Act.

A. CONTACT DETAILS OF THE FUND AND THE INFORMATION OFFICER

Information Officer: Mr Madula Marisana Mananye

Fund Registration Number: 12/8/1215

Fund Registered address: 1 Sunnyside Drive, Sunnyside Park, Parktown, 2193

Fund Postal address: PO Box 61172, Marshalltown, 2107

Telephone number: +27 11 481 8075

Facsimile number: +27 11 481 8062

E-mail: mman@mpf.co.za

General email address: sentinelinfo@mpf.co.za

Website: <http://www.sentinelretirement.co.za>

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION (SAHRC)

In terms of section 10 of the Act, the Human Rights Commission is required to compile, in each official language, a guide to the act to assist people to exercise their rights under the act. The Human Rights Commission may be contacted at:

Postal Address: Private Bag 2700 Houghton 2041,

Telephone number: + 27 11 877 3600

Facsimile number: + 27 11 877 3750

Website: <http://www.sahrc.org.za>

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

(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 PFA

The fee for such access shall be as determined from time to time.

(b) The following records are available for inspection at the registered address of the Fund (see A3 above) at no charge:

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

(c) Note – in terms of section 22 of the PFA, 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 there from, or obtain from the Registrar of Pension Funds a copy thereof or extract there from. The Registrar of Pension Funds may be contacted at:

Postal Address: P O Box 35655, Menlo Park, 0102

Physical Address: Riverwalk Office Park, 41 Matroosberg Road, Block B, Ashlea Gardens, Extension 6, Menlo Park, Pretoria

Telephone: +27 12 428 8000

Facsimile: +27 12 347 0221

Website: <http://www.fsb.co.za>

D. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records are kept in accordance with such other legislation as is applicable to the Fund.

E. DESCRIPTION OF RECORDS HELD BY THE FUND

Claims (Withdrawals, Retirements, Deaths & Disabilities)

- Claim Notification Forms
- Calculations (where available), or computerized statement of claim value
- Tax applications, directives and certificates (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 cheque/EFT payment references)
- Trustees' Resolution – Disposal of benefit **(deaths only)**
- Copy of death certificate
- Statement by Employer **(disability only)**
- Statement by Employee **(disability only)**
- Acceptance / Declination Letter **(disability only)**

Member Data

- Membership details and personal particulars
- Contribution records and fund credits
- Additional benefit / surplus / calculations (where applicable)

Section 14 Transfers / Liquidations

- Calculations
- Option forms (where applicable)
- Tax application forms, directives and certificates (where applicable)
- Payment letter **(liquidations only)**
- Section 14 Transfer including documentation such as Section 14 applications, certificates, calculations and option forms, where applicable

Pensioners:

Annuity/Traditional Funds

- Special tax directives, garnishees, etc.
- Commutation of pensions – calculations
- Pensioner increase notification
- Certificates of existence
- Study certificates
- Death certificates
- Annuity option forms
- Trustee instruction regarding payments

Disability

- Medical Reviews – correspondence (where applicable)
- COCD (certificate of continued disability)
- Escalator notification
- Payment/Benefit confirmation letter
- EFT payment reference
- Recovery Documentation
- Letter of Suspension/Reinstatement from the Fund

Financial 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)
- Statutory valuation reports and certificates

General Fund's Records

- Rules and rule amendments
- Agenda packs and minute books of the Board and Sub-committee meetings
- Trustees registers, attendance registers, compliance manual, compliance risk management policy and compliance risk management plans
- Fidelity and indemnity insurance
- FSB certificate and registration
- Participating employer details
- Fund statutory records
- Fund booklets, brochures newsflashes and communication
- Pension Fund Adjudicator complaints lodged against the Fund
- Communications with SARS and FSB
- SARS certificates of approval

Contracts

- Contracts with service providers such as consultants, actuaries and auditors
- Contracts with respect with the appointment of trustees and nominated persons
- Insurance policy documents in respect of death and disability benefits (where applicable)
- Investment contracts and policies of insurance regarding investments

Employee Records

- List of employees names, identity documents and occupations
- Wage/salary records
- Letters of appointment and other employee-related contractual and quasi-legal records
- Employee records including but not limited to curriculum vitae, application forms and qualifications
- Correspondence relating to the employees
- Human resources policies
- Training schedules and manuals
- Records in terms of UIF contributions
- Records in terms of Skills Development Levy Act
- List of dismissed and retrenched employees

Third Party Records

The Fund may possess records pertaining to the other parties including without limitation, trustees, nominated persons, contractors suppliers, services, advisors, auditors, banking institutions, brokers, consultants, investors. Alternatively, such parties may possess records that can be said to belong to the Fund.

F. REQUEST PROCEDURE

- The request must be made to the person specified in A 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 ([Form C](#)) 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 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 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.

G. AVAILABILITY OF THE MANUAL

The Fund's manual is available for inspection free of charge at the registered address of the Fund (see A above). In addition, a copy is available from the SAHRC (see contact details in B above) and on the Fund's website.