

FundsAtWork Umbrella Pension Fund

Registration number PFA 12/8/32082
Registered address 268 West Avenue Centurion Gauteng 0157
Tel +27 (0)12 673 1916
Fax +27 (0)12 675 3970
Principal officer's e-mail Tania.Bakker@momentum.co.za

Manual

Prepared in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
for assistance in requesting information from the
FundsAtWork Umbrella Pension Fund

List of records held by the above fund which you could have access to

List of documents which the fund is required by law to make available without a member being required to request access in terms of the Act:

- Rules of the Fund
- Last Revenue Account and Balance Sheet

Subjects under which the Fund holds records

a) Fund records

- Investment contracts pertaining to the assets of the Fund
- Risk insurance policies
- Fidelity insurance policies
- Administration agreement
- Investment agreement
- Actuarial appointment
- Registration certificate issued by FSB
- Tax approval certificate
- Trustee register
- Minute books
- Asset registers
- Financial records

b) Member records

- Member contribution details
- Member booklets
- Claim forms
- Communication

The request procedure

How do I obtain information?

- Complete the necessary application form, Form B. A copy thereof can be obtained from the Regulations, or from the Human Rights Commission website, www.sahrc.org.za.
- Send the completed application form to the address below and marked for the attention of the Principal Officer as mentioned below.
- The Principal Officer will then, subject to full information being supplied, process your application and inform you of the fees (if any) you have to pay and of the different procedures that must be followed until your application is finalised. It should be noted that the information may only be requested if it can be shown that it is necessary to exercise or protect a right. Full reasons must therefore be provided.



Access to certain records may be denied on the grounds set out in the Promotion of Access to Information Act 2 of 2000.



Contact Details

Fund name	FundsAtWork Umbrella Pension Fund
Principal officer	Tania Bakker
Registered address	268 West Avenue Centurion Gauteng 0157
Tel	+27 (0)12 673 1916
Fax	+27 (0)12 675 3970
E-mail	Tania.Bakker@momentum.co.za

Human Rights Commission

You can obtain a copy of the guide prepared by the Human Rights Commission by writing to the following address:

Postal address	Private Bag 2700 Houghton Gauteng 2041
Tel	+27 (0)11 484 8300
Fax	+27 (0)11 484 1360

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