

FundsAtWork Umbrella Provident Fund
Reg. no. PFA: 12/8/32083
Registered address: 268 West Avenue, Centurion, Gauteng, 0157
Telephone no.: 012 671 8911
Fax no.: 012 671 8656
E-mail address of Principal Officer: 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 Provident Fund

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

List of documents available 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;

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- 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 finalized. It should be noted that the information may only be requested if it can be shown that it is necessary to exercise a right or to protect a right. Full reasons must therefore be provided.

NOTE: 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 Provident Fund
Principal Officer: Tania Bakker
Registered address: 268 West Avenue, Centurion, Gauteng, 0157
Telephone no.: 012 671 8859
e-mail address: 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:

Private Bag 2700
Houghton
2041
Tel: (011) 484-8300
Fax: (011) 484-1360

The guide will be made available by the Human Rights Commission from August 2003, unless otherwise specified.
