

**MOMENTUM CORPORATE PROVIDENT PRESERVATION FUND**

Reg no. PFA: 12/8/22745

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](mailto:Tania.Bakker@momentum.co.za)

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**MANUAL**

Prepared in terms of Section 51 of  
**The Promotion of Access to Information Act 2 of 2000**  
for assistance in requesting information from:

**Momentum Corporate Provident Preservation 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
- 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 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](http://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 Provident Preservation 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](mailto:Tania.Bakker@momentum.co.za)

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**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.

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