

COMAIR LIMITED

BRITISH AIRWAYS / COMAIR



COMAIR RETIREMENT FUND (“the Fund”)

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COMAIR RETIREMENT FUND ("the Fund")

MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2/2000("the Act") FOR ASSISTANCE IN REQUESTING INFORMATION FROM THE FUND

The **Comair Retirement Fund** is a pension fund defined in the Pension Funds Act 24 of 1956. It is a private body as defined by the Act.

A. CONTACT DETAILS

1.	Head of the Fund:	Derek Borer
2.	The Financial Services Board PF Number of the Fund is:	12/8/20169/1
3.	The registered address of the Fund is:	No.1 Marignane Drive, Corner Atlas Road Bonaero Park 1619
4.	The contact telephone number for the Fund is:	(011) 921 0202
5.	The contact facsimile number for the Fund is:	(011) 395 2546
6.	The e-mail address of the Head of the Fund is:	Borerdh@comair.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

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. This guide will be available by no later than August 2003. Please direct any queries to:

The South African Human Rights Commission

PAIA UNIT

The Research and Development Department

Address: **Private Bag 2700, Houghton 2041**

Telephone: **(011) 484-8300**

Facsimile: **(011) 484-0582**

E-mail: Paia@sahrc.org.za

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

C. 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 Pension Funds Act, 1956.

- (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 Pension funds Act, 1956;
 - (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
 - (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.
- (c) 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 (a) and (b) 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: **466 Rigel Avenue, Pretoria**
Telephone: **(012) 428-8000**
Facsimile: **(012) 347-0221**
Website: <http://www.fsb.co.za>

D. DESCRIPTION OF RECORDS HELD BY FUND

GENERAL RECORDS

- Rules and Rule amendments
- FSB Certificate of Registration
- SARS Certificate of Approval
- Minute Book and agenda packs for meetings of Trustees
- Fund booklets and brochures
- Pension Fund Adjudicator Complaints lodged against the Fund
- Participating Employer details

MEMBER RECORDS

- Membership details
- Contribution records
- Member Newsletters and communication
- Medical Records
- Member Benefit Statements
- Data relating to calculations of members' fund values
- Tax applications, directives and certificates (where applicable)
- S14 Transfers including all applicable documentation such as S14 applications, certificates, calculations and option forms, where applicable
- Trustees' Resolutions relating to disposal of death benefits with supporting documentation
- Disability claimant records and supporting documentation
- Dependant Details
- Claim records, including notification forms, statements of values, payment instructions, copies of cheque/EFT payment references, in relation to all withdrawals (exits, retirements, deaths and disabilities)

TRUSTEE RECORDS

- Trustee Register
- Fidelity and Indemnity Certificate
- Trustee Elections (Ballot Forms, Nomination Forms)

CONTRACTS

- Insurance Policy documents relating to death and disability benefits
- Investment Mandate
- Investment Policy
- Contract with Fund Administrator.
- Contract with Actuary

- Contract with Consultant
- Policy Holder Protection Rules Documentation

FINANCIAL RECORDS

- Revenue Statement and Balance Sheet
- Returns for FSB Levies and RFT
- Statutory Valuation Reports

E. REQUEST PROCEDURES: INFORMATION TO FACILITATE A REQUEST FOR ACCESS TO FUND RECORDS

- The request must be made to the person specified in A1 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 in terms of the Act and the Regulations thereto.
- Please note that the Fund is a separate legal entity from the employers that participate in the Fund as well as from the Fund's administrators, auditors, consultants, actuaries and other advisors / service providers.
- The request must provide sufficient detail on the request form to enable the head of the Fund to identify the record and the requester. The requester should indicate what form of access is required. The requester should also indicate if any other manner, than a written reply, is to be used to inform the requester and state the necessary particulars to be so informed.
- 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 another 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 requester may lodge an internal appeal or an application to court against the tender or payment of the request fee.
- 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.
- The forms and fee structure are available on the following websites:

or

Department of Justice and Constitutional Development www.doj.gov.za
(under “regulations”).

F. AVAILABILITY OF THE MANUAL

The Fund’s manual is available for inspection free of charge at the registered address of the Fund (see A3 above). Furthermore, a copy is available from the Human Rights Commission (see contact details in B above).

COMAIR RETIREMENT FUND