

VERSO UMBRELLA RETIREMENT PROVIDENT 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 **Verso Umbrella Retirement Provident Fund** is a retirement fund defined in the Pension Funds Act 24 of 1956. It is a private body as defined by the Act.

A. CONTACT DETAILS

1.	Principal Officer of the Fund:	Mrs B Krummeck
2.	The Financial Services Board PF Number of the Fund is:	12/8/37308/1
3.	The registered address of the Fund is:	Verso Umbrella Retirement Provident Fund Belmont Office Park Twist Street Bellville 7535
4.	The postal address of the Fund is:	Verso Umbrella Retirement Provident Fund P O Box 4300 Tyger Valley 7536
5.	The contact telephone number for the Fund is:	Tel: (021) 943-5300
6.	The contact facsimile number for the Fund is:	Fax: (021) 917-4115
7.	The e-mail address of the Principal Officer of the Fund is:	Brenda@verso.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 a guide to the Act to assist people to exercise their rights under the Act. This guide will be available and any queries can be directed 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:
- (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 – see Annexure A) 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: **Riverwalk Office Park, Block B, 41 Matroosberg Road,
Ashlea Gardens, Extension 6, Pretoria, 0081**

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
- Trustee Register
- Minute Book and agenda packs for meetings of Trustees
- Fidelity and Indemnity Contract
- Valuation Certificate

MEMBER RECORDS

- Membership details
- Contribution records
- Member Benefit Statements
- Tax applications, directives and certificates (where applicable)

CONTRACTS

- Investment contracts and policies of insurance regarding investments
- Contracts with Service Providers such as administrators and consultants

FINANCIAL RECORDS

- Annual Financial Statements
- Statutory Valuation Reports

E. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION

Not applicable

F. OTHER INFORMATION AS MAY BE PRESCRIBED

Not applicable

G. AVAILABILITY OF THE MANUAL

In terms of section 9(1) of the PAIA, the Principal Officer must, immediately after the manual has been compiled make available a copy of the manual to-

- (i) the Human Rights Commission;
- (ii) the controlling body of which the private body is a member (FSB);
- (iii) publish the manual in a Gazette
- (iv) make available the manual on the website, if any, of the private body.

The Principal Officer -

- (i) must, during office hours and upon request, make available for public inspection a copy of the manual;
- (ii) may not charge a fee for a public inspection;

Verso Umbrella Retirement Provident Fund

PAIA:

(/07/2012)