CITY OF JOHANNESBURG
PENSION FUND

Registration Number: 12/8/3722

Promotion of Access to Information Manual

Prepared in terms of Section 51
of the
Promotion of Access to Information Act,
No. 2 of 2000 (as amended)

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Initial

1. Introducing the Fund

The City of Johannesburg Pension Fund ('the Fund') is a defined contribution fund registered in terms of the Pension Funds Act, No. 24 of 1956 ('the Act'). The participating employer is the City of Johannesburg Metropolitan Municipality. The Fund's Financial Sector Conduct Authority registration number is 12/8/3722.

The Fund provides retirement, death, funeral and disability benefits to its members and their dependants, as set out in the Rules of the Fund ('Rules'). As a secondary objective, the Fund pays out savings withdrawal benefits based on amounts seeded as at 1 September 2024.

The Fund is a private body under the Promotion of Access to Information Act, No. 2 of 2000 ('PAIA'). The Fund is a responsible party for many of its activities under the Protection of Personal Information Act, No. 4 of 2013 ('POPIA').

The Fund is governed by a Board consisting of six Employer Trustees and a combination of six Member Trustees and Flexible Annuitant Trustees. There may be up to a maximum of two alternate Member Trustees and two alternate Flexible Annuitant Trustees.

The Board is elected as per the Rules and therefore changes. The current Board is as follows:

Employer Trustees	Member Trustees	Flexible Annuitant Trustees
Mr Mafuyeka	Mr Machethe (Alternate)	Mr de Bruyn (Alternate)
Ms Malatji	Mr Molema (Vice-Chairman)	Mr van Tonder
Mr Möller	Mr Pretorius (Chairman)	
Mr Oliphant	Mr Sello	
Ms Pienaar	Mr Solomon	
Mr Sibisi	Mr Swanepoel	
	Ms Verwey (Alternate)	

Reference to "you" or "your" means you the requestor of information held by the Fund.

2. Contact details of the Fund and its administrator

You can contact the Fund, or its administrator, to make your request using the contact details below.

Principal Officer/ Information Officer - **Ms Lindy Wingrove-Jonker**

Email address - lwg@cojpensionfund.co.za

Contact number - 011 551 9400

Fax number - 011 551 9444

Address - Physical/registered address
2nd Floor, North Wing
Oakhurst Office Park
11-13 St. Andrews Road
Parktown

Postal address
PO Box 2611
Johannesburg, 2001

Initial:

Johannesburg, 2193

Fund administrator		**Ensimini Administration Services (Pty) Ltd**
Email address	-	CJPF@ensimini.com
Contact number	-	011 381 7960
Address	-	The Metal Box 9th Floor 25 Owl Street Auckland Park Johannesburg, 2092

3. The aim of the Promotion of Access to Information Act

The purpose of this Manual is to give effect to the constitutional right of access to information and the protection of your Personal Information to allow you to exercise or protect your rights or another person's rights.

Please note that your rights to access information from the Fund may differ if you are a member or a third party.

The Fund respects members and third parties' rights to access information from the Fund and wants to ensure that persons, especially members and their beneficiaries, are aware of how they can make requests to the Fund, the purposes that the Fund processes information and what records the Fund possesses and processes. In addition, it is important for persons to know what records the Fund holds, about whom, and who these records are available to and whether they are available with or without a formal PAIA request being required.

This Manual is the Fund's Section 51 Manual and will be made available as prescribed in addition to the standard Guide issued by the Information Regulator.

This Manual will be reviewed from time to time.

4. The Promotion of Access to Information Act and this Manual

The Fund wants to ensure that persons, especially members and their beneficiaries, are aware of how they can make requests to the Fund, the purposes that the Fund processes information and what records the Fund possesses and processes.

5. A guide about the Promotion of Access to Information Act

The process of submitting a PAIA request can be quite daunting. The Information Regulator has therefore prepared a Guide, available in all eleven official languages and Braille. The Guide will assist you to understand:

- PAIA and the role of the Information Regulator
- What information you can get from the Fund
- How to make your request, including the format and the possible fees payable
- Your legal remedies available (including lodging a complaint with the Information Regulator or applying to court).

Copies of the Guide, in all eleven official languages, are available at the Fund's registered offices during working hours, the Fund's website or directly from the Fund's Information Officer.

In addition, the Guide is available at the offices of the Information Regulator or on its website.

The Information Regulator can be contacted as follows:

Woodmead North Office Park
54 Maxwell Drive
Woodmead
Johannesburg
2191

P.O Box 31533
Braamfontein
Johannesburg
2017

Tel: 010 023 5200

Complaints
PAIAComplaints@inforegulator.org.za
POPIAComplaints@inforegulator.org.za

General enquiries
enquiries@inforegulator.org.za

Website
https://inforegulator.org.za

6. Other relevant documents

The Fund has a Data Protection Policy and Privacy Notice which is available for free in electronic format from the Fund's Information Officer.

These documents are also available on the Fund's website www.cojpensionfund.co.za.

7. In terms of what legislation does the Fund hold records?

The Fund is subject to many different laws (as amended and/or replaced). Some of the key laws currently applicable to the Fund are set out below. This list is therefore not intended to be exhaustive.

- Basic Conditions of Employment Act, No. 75 of 1997
- Broad-Based Black Economic Empowerment Act, No. 53 of 2003
- Constitution of the Republic of South Africa 108 of 1996
- Divorce Act, No. 70 of 1979
- Financial Advisory and Intermediary Services Act, No. 37 of 2002
- Financial Institutions (Protection of Funds) Act, No. 28 of 2001
- Financial Intelligence Centre Act, No. 38 of 2001
- Labour Relations Act, No. 66 of 1995
- Long-term Insurance Act, No. 52 of 1988
- Maintenance Act, No. 99 of 1998
- National Credit Act, No. 34 of 2005
- Pension Funds Act, No. 24 of 1956
- Prevention of Organised Crime Act, No. 121 of 1998
- Promotion of Access to Information Act, No. 2 of 2000
- Protection of Personal Information Act, No. 4 of 2013
- The Financial Sector Regulation Act, No. 9 of 2017
- Income Tax Act, No. 58 of 1962
- Value Added Tax Act, No. 89 of 1991.

The above legislation may require additional procedural and substantive requirements for accessing information.

The Fund is also subject to subordinate legislation, such as Conduct Standards issued by the FSCA and Joint Standards and Prudential Standards.

8. Information that is automatically available

The Fund can provide you with the following information without you making a formal PAIA request.

Category of records automatically available Section 52(1)(a) of PAIA	Manner of access to Records Section 52(1)(b) of PAIA
For inspection in terms of Section 52(1)(a)(i)	
Available to all members, beneficiaries, the participating employer and the Information Regulator a) Rules of the Fund and amendments b) Fund registration and approval documents c) Investment Policy Statement d) Fund Code of Conduct e) Communication Policy f) Complaints Management Policy g) Data Protection Policy h) Benefit counselling documents i) Fund general member communications.	For inspection Contact the Information Officer Several of the records are also available on the Fund's website.
For purchasing in terms of Section 52(1)(a)(ii) of PAIA: Not applicable	
For copying in terms of Section 52(1)(a)(ii) of PAIA: Not applicable	
Available free of charge in terms of Section 52(1)(a)(iii) of PAIA	
Available to each member a) Your most recent benefit statement and projection statement b) Your Fund records c) A progress update on your claim d) Your contribution history and Fund return history.	Electronically by email Contact the Fund's administrator.
Available to all members, beneficiaries and the participating employer of the Fund a) Rules of the Fund and amendments b) Fund registration and approval documents c) Fund's latest Annual Financial Statements d) Fund's latest Statutory Actuarial Valuation e) Investment Policy Statement f) Fund Code of Conduct g) Communication Policy h) Complaints Management Policy i) Data Protection Policy j) Fund general member communications k) Investment performance.	Electronically by email Contact the Information Officer Several of the records are also available on the Fund's website. a, b, c, d are available from the FSCA, in terms of Section 22 of the Act, to any person upon payment of the prescribed fees.

9. What records are held by the Fund which must be formally requested before the information is supplied?

- Minutes of Board meetings and resolutions
- Board agenda packs
- Tender documentation
- Fund indemnity policies
- Correspondence with insurers
- Unclaimed benefits information
- Records of the operations of the Fund
- Communication to specific members
- Member and beneficiaries' personal information, including health information
- Spouses, ex-spouses, partners and family members (including children) of members personal information
- Information about misconduct and alleged criminal behaviour of members
- Fund service provider agreements, investment mandates and risk benefit insurance policies
- Information about service providers
- Agreements and correspondence with the participating employer
- Participating employer representatives' personal information
- Correspondence and returns to regulatory authorities
- Correspondence with the South African Revenue Service ('SARS')
- Reports to the South African Reserve Bank
- Board, other Fund official and Fund employees' personal information, including FICA documents
- Board election forms and outcomes
- Death benefit investigations
- Nomination of beneficiary forms and beneficiary information in respect of deceased members
- Deduction and withholding from benefits information
- Section 14 transfer and recognition of transfer documentation
- Claim forms and information including back accounts and tax information
- Divorce and maintenance orders
- Complaints and complaints management
- Housing loans related to members
- Legal opinions and litigation
- Fees and expenses.

10. What procedure should you follow to obtain information or records from the Fund?

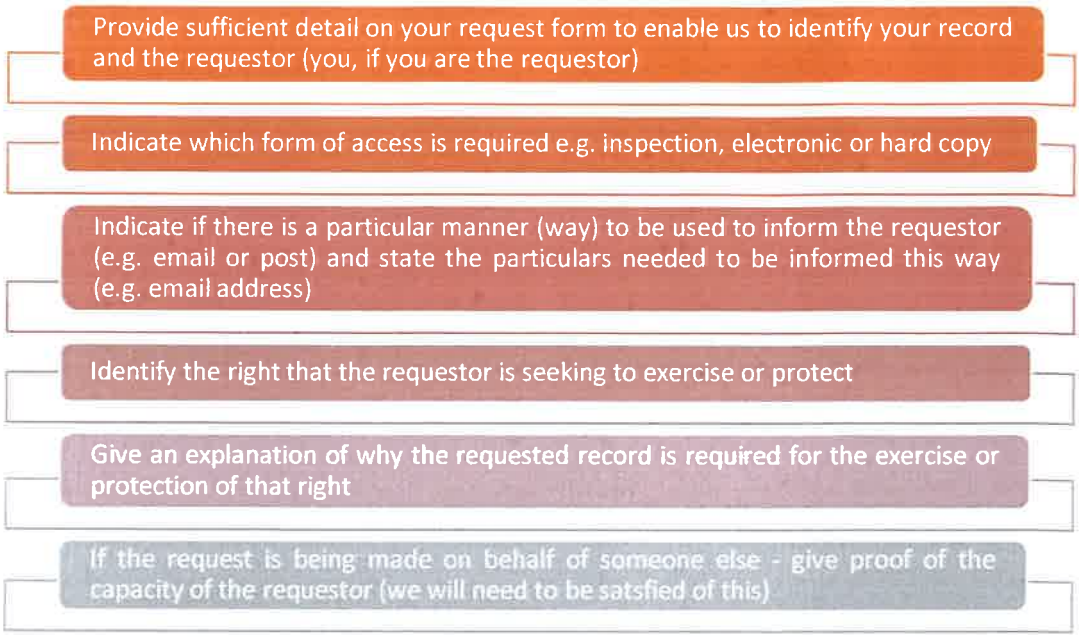
To request information from the Fund, you must please do both of the following:

Use the prescribed form. You can find the current Form 2 at the end of this Manual or on www.inforegulator.org.za. Please note that it is your responsibility to ensure that you use the latest form.

The request must be made to the Information Officer using the contact details included in Clause 2 of this Manual.

If you are unable to read or write you may make a verbal request to the Fund's Information Officer.

When completing your PAIA form you must please:



Note: If you do not use the prescribed form or do not complete it properly, your request may be rejected, refused (if sufficient information is not provided or otherwise) or delayed.

All PAIA requests that the Fund receives are evaluated and carefully considered in accordance with PAIA. Sometimes the Fund may have to refuse your request and sometimes the Fund is required to refuse your request. For example, the Fund must protect someone else's privacy (including a deceased person), someone else's confidential information, the safety of persons and property and records that are privileged in legal proceedings.

11. Time to make the decision

The Fund will, within 30 (thirty) days of receipt of your request, decide whether to grant or refuse the request and give notice with reasons (if required) to that effect.

The 30 (thirty) day period which the Fund has to decide whether to grant or refuse the request, may be extended for a further period of not more than (30) thirty days if the request is for a large number of information, or the request requires a search for information held at another office of the Fund and the information cannot reasonably be obtained within the original 30 (thirty) day period. The Fund will notify you in writing if an extension is required.

12. Remedies available to you when the Fund refuses a request

12.1 Internal Remedies

If the Information Officer refuses your request, or you are not satisfied with her answer, please refer to the Fund's Complaints Management Policy. Please note that the external remedies available in the Complaints Management Policy may not apply in all circumstances.

Alternatively, you can exercise other external remedies at your disposal.

12.2 External Remedies

If you are not satisfied with a decision made by the Fund, for example for refusing access, for imposing access fees, or for extending the time period in which the response is due, you may apply to court for relief within 180 days of receiving the decision.

The decision of the Fund will be reviewed by a court and a decision will be made by the courts as to whether or not to provide access to the requested records.

13. Fees

Generally, fees need to be paid both for making a request and to cover the cost of providing access to records in terms of a request. There are, however, some exceptions.

Please see the Guide for further information about fees.

Protection of personal information

14. How do you request your personal information under the Protection of Personal Information Act?

Requests for personal information under POPIA must be made in accordance with the provisions of PAIA as set out in this Manual. The current request form is attached at the end of this Manual.

15. You have the following rights under the Protection of Personal Information Act

- To request confirmation of whether we hold personal information about you and a desciption or record of it
- To request information about which third parties have access to your personal information
- To request us to correct or delete your personal information it if is inaccurate, irrelevant, excessive, out-of-date, incomplete, misleading or unlawfully obtained (Form 2, Regulations to POPIA)
- To request us to delete or destroy your information if we are no longer authorised to keep it
- To object to us processing your personal information (Form 1, Regulations to POPIA)

Note: Please use the prescribed forms for these requests noted above, which you can get off the Information Regulator's website. If you do not use the prescribed form or do not complete it properly, your request may be rejected, refused (if sufficient information is not provided or otherwise) or delayed.

The Fund will give you a written estimate of the fee for providing you with your personal information. The Fund may also require you to provide a deposit for all or part of the fee prior to giving you the requested personal information. The Fund may decide not to charge a fee. Certain personal information is available to you at no cost. Please refer to Clause 8 of this Manual.

16. The Fund processes personal information for the following purposes

16.1 Mainly to provide benefits in terms of its Rules for its members and former members as well as the dependants of such persons upon the death of a member. These benefits are provided on withdrawal or retirement from the Fund, or when making a savings component withdrawal, or upon the death of a member or in certain circumstances due to the ill-health of the member.

16.2 To receive contributions from the employer who participates in the Fund and/or the members of the Fund and to process information about those contributions related to the members.

16.3 To allocate those contributions to investments or, as the Rules permit, allow members to make certain choices as regards to their investment options.

16.4 To manage and oversee the insured benefits of the Fund, the attendant policies and the Fund's fidelity insurance.

16.5 To investigate and then exercise its discretion concerning the allocation of lump sum death benefits or to provide pensions (depending on the applicable Rules).

16.6 To process divorce and maintenance orders.

16.7 To manage historical housing loans.

16.8 To exercise a discretion as regards withholding or deducting from benefits.

16.9 To comply with information requests by the Fund's regulators and to provide information and reporting as required by law and regulators.

16.10 To manage or oversee member transfers into and out of the Fund.

16.11 To manage registration, liquidation and rule amendments of or for the Fund.

16.12 To manage Fund officials and Fund employees, potential Fund officials and Fund employees, service providers, operators and the officials and employees of service providers and operators to facilitate or manage their appointment, removal, assessment, monitoring, fitness for office, service capability, delivery, performance and other relevant factors.

16.13 To direct, control and oversee the operations, administration and investments of the Fund and to comply with duties set out in the Act (and its successors), including Section 7D of this Act and other relevant law.

16.14 To ensure the Fund's Board and committees meet regularly, prepares agendas, minutes, resolutions and other Fund documentation and administration.

16.15 To provide relevant and appropriate communication to members of the Fund and other stakeholders.

16.16 To manage requests for information and complaints related to the Fund.

16.17 To maintain, amend, consolidate or otherwise manage the Rules and other documentation of the Fund.

17. Description of categories of data subjects and the personal information the Fund holds for them

The Fund holds the following personal information for the following categories of data subjects. Some of this personal information is special personal information and some of it is children's personal information.

Category of data subject	Category of personal information we hold for them
Members of the Fund	Membership records with details and dates of joining and leaving the Fund, identity or other numbers, dates of birth, age, nationality, retirement age, employment capacity, employee numbers, employer details, any member information prescribed to be held by the FSCA, members' contact details, including cell phone numbers and email addresses, contributions received with respect to them, contributions statements from employer including remuneration, pensionable salary, taxable salary, cost to company information, tax numbers, reason for leaving employment, fund investment choices, transfers received from other funds for the member, minimum individual reserves or accounts, employment status, health and disability information, reports and records related to a disability member, divorce and maintenance information and orders (including information contained therein about ex-spouses, partners, ex-partners, living arrangements, spouses, family and children), unclaimed benefits and housing loans. Trade union, bargaining council or employer association information if relevant. Medical scheme or medical scheme subsidy information. Elections regarding payment of benefits, investment of benefits when the member leaves the Fund, Members financial advisor details. Tax payable with respect to member, tax directives and applications, PAYE, knowledge of members' tax affair e.g. if they are not in order. Bank account details. Misconduct at employer, allegations and reports, including forensic reports from employer. Litigation, compensation and other legal claims (including CCMA) information related to their employer. Reporting of alleged criminal activity of member by employer to the South African Police Service ('SAPS'). Action by SAPS or the National Prosecuting Authority against the member. Criminal activity, theft, fraud, misconduct, dishonest behaviour of member. Disciplinary proceedings against member. Information about financial prejudice to members, including family and details about other income sources and financial information.

Category of data subject	Category of personal information we hold for them
Beneficiaries and potential beneficiaries of the Fund, children of member, spouse of member, other family members and life partners of member (For example, dependants as defined in the Act or nominees as contemplated in Section 37C of the Act and actually nominated by members. Including persons nominated on nomination of beneficiary forms.)	Identity number, age, percentage allocation on nomination form, relationship to member, sex-life information (relationship status). Address and other contact information, banking records, employment status, occupation, financial (assets and income statements), children, family members, living arrangements, account numbers and details, criminal behaviour, divorce and maintenance information, partner, spouse and ex-partner and spouse information, caregiver, health, medical records, life expectancy information, education, training, paternity. Other information required to determine dependency.
Ex-spouses or spouses of members	Their representatives, contact details, identity or other numbers, age, marital status, membership of a fund, pension interest amount, bank account information, tax information.
Former members of the Fund	Unclaimed benefit information Member records.
Trustees, other Fund officials, including the Principal Officer, and Fund employees	Full names, identity or other number, date of birth, nationality, occupation, contact details, and date of appointment, conflicts and declarations of interest, board memberships, in some cases other employment or provisions of services information and remuneration information, training, education, qualifications, experience, fit and proper requirements information, criminal record, professional body membership and disciplinary information, Name of employer, directorships, prescribed person information, FICA information, reasons for removal from office. Bank account details.
Service provider companies and persons within those companies. Contractors and agents of the Fund as well as their directors and management	Company name, company registration number, FICA information, any due diligence or tender information, including previous criminal behaviour or other forms of misconduct, fit and proper information. Contractual arrangements, errors and omissions, information about claims or litigation, conflicts and declarations of interest, qualifications, licenses, professional body membership, prescribed information. Bank account details. Directors and management identity or other number, contact details, fit and proper requirements information, legal, compliance and regulatory information.
Participating employer of the Fund including their directors, management and consultants, directors and shareholders	Company name, company registration number, FICA information, pay-points. Litigation, compensation and other legal claims (including CCMA) information. Information about persons responsible for contributions.

18. The recipients or categories of recipients to whom personal information may be supplied by the Fund

The Fund may provide certain personal information of data subjects to the following persons for purposes of the Fund, for example to the extent that they may provide services contracted to the Fund, to perform statutory duties, to comply with or facilitate court orders, to determine complaints and to regulate and supervise the Fund:

- the Fund's administrator
- the Fund's actuary and valuator
- the Fund's auditor
- the Fund's consultant, including benefit and investment consultants
- the Fund's insurers and insurance brokers
- the Fund's legal provider/s
- the Fund's tracing agent/s
- the employer participating in the Fund
- the consultant of the employer
- the FSCA, Prudential Authority, South African Reserve Bank, the Information Regulator and relevant Authorities and Regulators
- SARS, the Financial Intelligence Centre and other government entities
- Ombud (For example, the Pension Funds Adjudicator) as well as the Financial Services Tribunal
- basic lump sum death benefit related personal information of beneficiaries to other beneficiaries
- spouses, ex-spouses of members and their representatives
- court appointees
- the Board, other Fund officials and Fund employees
- other persons lawfully entitled to receive Fund personal information.

19. Planned flow of personal information out of South Africa

The Fund and its service providers may make use of cloud-based storage to store or transfer personal information. In addition, the Fund may transfer personal information out of South Africa if a member, beneficiary or payee is outside of South Africa and their own personal information is provided to them.

20. General description of security measures of the Fund

The Fund and its service providers employ appropriate, reasonable technical and organisational measures to prevent loss of, damage to or unauthorised destruction of personal information and unlawful access to or processing of personal information.

These measures include:

- Firewalls
- Virus protection software and update protocols
- Logical and physical access control
- Secure setup of hardware and software making up the information technology infrastructure
- Passwords and encryption.

21. The Fund relies on the following authorisations, justifications or grounds to process personal information lawfully

The Fund wants to communicate where it relies on POPIA justifications to process personal information lawfully and, thus, has included information in this Manual. More information on this can be obtained from the Fund's Data Protection Policy.

21.1 Condition Two – justification for processing personal information

21.1.1 The Fund relies on justifications other than consent to process personal information lawfully.

21.1.2 Under Condition Two, Section 11 (10)(b) – processing the personal information is necessary for the performance of a contract to which the data subject is party. With respect to members, generally the Fund does not contract with the member directly, however the member is subject to the Rules. However, the Fund does not rely solely on this justification as the reference to "contract" may not be directly applicable with respect to the Rules.

21.1.3 As regards service provider information, the Fund may rely on the contract performance justification (Section 11(1)(b)) in addition to the legitimate interests of the Fund justification (Section 11(1)(f)) to process service provider information as there is a contract between the parties that allows the Fund to process personal information of operators and it is in the Fund's legitimate interests to do so.

21.1.4 Where the Fund has put a contract in place for the Board, other Fund officials and Fund employees or made them subject to a Code of Conduct, the Fund relies on the contract or Code wording where it specifies that the Board, other Fund officials and Fund employees permit the Fund to process their personal information. It is also in the Fund's legitimate interest to process their personal information. The Fund relies on the justification under Section 11(1)(b) and the justification under Section 11(1)(f) also applies.

21.1.5 The Fund relies on the justification in Section 11(1)(c) to justify processing of personal information (an obligation in law imposed on the Fund). The Fund has a legal obligation to perform its activities as well as statutory duties in relation to financial statements, valuations, transfers, accounting, benefit payments, withholding and deductions, among other activities, in terms of the Act and other legislation such as the Financial Sector Regulation Act or anti-money laundering legislation, subordinate legislation such as Standards, the Rules as well as its common law duties.

21.1.6 In addition, it is often to protect the members' or other data subjects' interests that the Fund processes their personal information, permitting the Fund to rely on Section 11(1)(d). Failure to process their personal information would lead to negative consequences for members and processing it leads to positive outcomes for members. For example, in relation to contributions to the Fund and benefits being paid. The Fund processes personal information in line with its purposes and usual activities. Its stated activities are necessary to receive contributions, pay benefits and secure assets (among other purposes identified and documented by the Fund). These activities would be expected by members and other data subjects, would not come as a surprise, are necessary and in line with lawful purposes.

21.2 **Condition Two – collecting personal information from persons other than the data subject themselves**

21.2.1 The Fund generally receives information either from the employer (For example, in relation to collection of contributions or withholding requests), the member him or herself (For example, a retirement or withdrawal claim form) or from the member's beneficiaries (For example, a death claim). Thus, there are many instances where the Fund does not receive personal information about a data subject from the member or a beneficiary personally.

21.2.2 Thus, the Fund has identified justifications where it may process this information although not received directly from the data subject themselves.

These justifications relate to:

a) collection from another source would not prejudice a legitimate interest of the data subject
b) collection is required to comply with an obligation imposed by law. For example, Sections 7A, 13A, 37C and 37D of the Act or Regulation 33 to the Act
c) to maintain the legitimate interest of the Fund. For example, to allocate contributions or pay benefits or to process a withholding or deduction request from the participating employer or third party
d) compliance is not practicable (For example, a potential beneficiary of a death benefit is not contactable)
e) collecting tax related personal information from the member's employer is necessary to comply with SARS legislation; and/or
f) occasionally the Fund may find itself in legal proceedings when it may be necessary to collect personal information from a source other than the data subject.

21.3 **Bank account information**

21.3.1 The Fund relies on certain justifications when processing bank account numbers.

21.3.2 For the processing of service provider bank account details, the Fund has agreements with most of its operators that include payment of fees to their bank accounts thus Section 11(1)(b) applies.

21.3.3 With respect to members' bank account numbers, beneficiaries' bank account numbers, maintenance order payees' bank accounts, divorce order non-member spouses' bank account numbers, the Fund relies on Section 11(1)(b) to process these bank accounts as it is in the data subject's legitimate interests that the Fund pays them. The Fund may also rely on Section 11(1)(f) to justify the processing of bank accounts in the Fund's legitimate interests. In addition, section 37D of the Act requires under Section 37A(4)(a) that the Fund pays to a member's or beneficiary's bank account, thus the Fund also relies on Section 11(1)(c).

21.4 Children's personal information

The Fund has identified where it will rely on authorisations/grounds to process children's personal information.

Activity type	POPIA grounds to justify the processing of children's information	
Payment of benefits made to a member (or other person) leaving the Fund other than on transfer. For example, on withdrawal, death (pension) or retirement (excluding lump sum death benefits which are dealt with separately)	Section 35(1)(c)	Mainly Section 35(1)(a)
Lump sum death benefits – payable by the Fund under Section 37C of the Act – investigation as well as allocation and payment decisions	Section 35(1)(c)	Mainly Section 35(1)(a)
Nomination of beneficiaries by members i.e. members' dependants and nominees	Section 35(1)(c)	Mainly Section 35(1)(a)

22. Availability of this Manual

A copy of this Manual is available for inspection free of charge from the Fund's Pension Fund Office (registered office) between 09h00 and 15h00 on weekdays, excluding public holidays. A copy is also available on the Fund's website, www.cojpensionfund.co.za.

Signed on this 30 day of September 2026

Lindy Wingrove-Jonker

Information Officer

City of Johannesburg Pension Fund

FORM 2

REQUEST FOR ACCESS TO RECORD

[Regulation 7]

NOTE:

1. *Proof of identity must be attached by the requester.*
2. *If requests made on behalf of another person, proof of such authorisation, must be attached to this form.*

TO: The Information Officer

_____
_____
_____
_____
(Address)

E-mail address: _____

Fax number: _____

Mark with an "X"

☐ Request is made in my own name ☐ Request is made on behalf of another person.

PERSONAL INFORMATION				
Full Names				
Identity Number				
Capacity in which request is made *(when made on behalf of another person)*				
Postal Address				
Street Address				
E-mail Address				
Contact Numbers	Tel. (B):		Facsimile:	
	Cellular:			
Full names of person on whose behalf request is made *(if applicable)*:				
Identity Number				
Postal Address				

Street Address				
E-mail Address				
Contact Numbers	Tel. (B)		Facsimile	
	Cellular			

PARTICULARS OF RECORD REQUESTED

Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)

Description of record or relevant part of the record:	
Reference number, if available	
Any further particulars of record	

TYPE OF RECORD
(Mark the applicable box with an "X")

Record is in written or printed form	
Record comprises virtual images *(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)*	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	

FORM OF ACCESS *(Mark the applicable box with an "X")*	
Printed copy of record *(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)*	
Written or printed transcription of virtual images *(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)*	
Transcription of soundtrack *(written or printed document)*	
Copy of record on flash drive *(including virtual images and soundtracks)*	
Copy of record on compact disc drive*(including virtual images and soundtracks)*	
Copy of record saved on cloud storage server	

MANNER OF ACCESS *(Mark the applicable box with an "X")*	
Personal inspection of record at registered address of public/private body *(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)*	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format *(including transcriptions)*	
E-mail of information *(including soundtracks if possible)*	
Cloud share/file transfer	
Preferred language *(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)*	

PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED *If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.*	
Indicate which right is to be exercised or protected	

Explain why the record requested is required for the exercise or protection of the aforementioned right:	

FEES	
a) A request fee must be paid before the request will be considered. b) You will be notified of the amount of the access fee to be paid. c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record. d) If you qualify for exemption of the payment of any fee, please state the reason for exemption	
Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication *(Please specify)*

Signed at _____ this _____ day of _____ 20 _____

_____

Signature of Requester / person on whose behalf request is made

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FOR OFFICIAL USE

Reference number:	
Request received by: (State Rank, Name And Surname of Information Officer)	
Date received:	
Access fees:	
Deposit (if any):	

_____

Signature of Information Officer

Initial