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MANUAL

IN ACCORDANCE WITH

**THE PROMOTION OF ACCESS TO
INFORMATION ACT (NO. 2 OF 2000)**



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MOTOR INDUSTRY FUND ADMINISTRATORS [PTY] LTD
[Pension and Provident Fund Administrators]

Promotion of Access to Information Act [No 2 of 2000]

MANUAL PREPARED IN TERMS OF SECTION 51 OF ACT 2 OF 2000
[THE ACT]

1. Motor Industry Fund Administrators (Pty) Ltd ("MIFA")

Private Bag X10095, Randburg 2125

275 Kent Avenue, Ferndale, Randburg 2125

Telephone no: (011) 787-0183 (national)

+27 11 787-0183 (international)

General Manager: KB Webb

Fax no: (011) 787-3025

Internet site: <http://www.mifa.org.za>

2. A request in terms of the Promotion of Access to Information 2 of 2000 (the Act) begins with the completion of the prescribed form; please remember you are required to:

1. indicate the form of access required
2. specify a postal address or fax number in South Africa, or an e-mail address
3. identify the right you want to exercise or protect and give an explanation why the record is needed for this purpose
4. indicate the form of reply to your request, other than a written reply, which you prefer, with the relevant particulars
5. give proof of the capacity in which you are acting, if requesting access on behalf of another

Once complete, you can mail it to

Information Officer
Private Bag X10095
Randburg
2125

Or, you can fax it to (011) 787-3046

We will deem to have received the request once the form reaches our offices.

3. Should you require greater clarity, we refer you to the Guide which will be published by the Human Rights Commission. It will describe in each official language:

- what the objects of this Act are
- the details of each private body (where possible)
- the process that needs to be followed in order to make a request
- how to get copies of the Guide at no charge
- how to get access to the manual of a private body
- all the remedies available in law to you

4. Availability of the manual

The manual is also available for inspection at the offices of the company free of charge; and copies are available with the SAHRC, in the Gazette and on the company's website.

5. We set out the records which are already publicly available without a request for access in terms of the Act being necessary:

	Records already available
1.	Annual financial statements
2.	Rules of funds administered by the company
3.	Statutory actuarial valuations
4.	Reports and brochures as may be issued from time to time

We also set out a description of the records available in accordance with other legislation:

	Other applicable legislation
1.	Pension Funds Act 24 of 1956
2.	Companies Act 61 of 1973
3.	Labour Relations Act 66 of 1995
4.	Basic Conditions of Employment Act 75 of 1997
5.	Employment Equity Act 55 of 1998
6.	Income Tax Act 58 of 1962
7.	Value added Tax 89 of 1991
8.	Unemployment Insurance Act 63 of 2001
9.	Compensation for Occupational Injuries and Diseases Act 130 of 1993
10.	Skills Development Levies Act 9 of 1999

We set out below the categories of records held by MIFA. Important examples of the type of records in each category follow:

Company records	Customer-related	Other
<ul style="list-style-type: none"> - Financial statements and accounting records - human resources - operational - shareholder - technology 	<ul style="list-style-type: none"> - retirement fund membership 	<ul style="list-style-type: none"> - suppliers - contractors