

Retention of Records Policy

1. Introduction

This policy ensures the proper creation, maintenance, use and disposal of records to achieve efficient, transparent, and accountable governance

2. Purpose

To provide for the effective, efficient, and economical care, custody, and control of Remedi's records in accordance with this policy. The focus is on managing, protecting, and classifying Scheme data and information as an essential Scheme asset. It ensures appropriate accountability for protecting the integrity of data and information.

3. Ownership

The custodian of this policy is the Principal Officer.

4. Scope of practice

The policy is applicable to Remedi's trustees, staff, and administrator.

5. Policy principals

Data, records, and information will be retained for an appropriate time only, taking into account legal, regulatory, fiscal, operational and historical requirements. Once the retention periods alluded to have passed, data and information will be securely disposed of, or deidentified where it applies to personal information.

6. Compliance monitoring

It is the responsibility of the Administrator to:

- monitor regulatory changes and to alert the Principal Officer of new developments or amendments to existing regulations and legislation;
- interpret the regulations and legislation;
- continually monitor whether the Scheme remains compliant with regulations and legislation.

Compliance and the data governance function must work together closely to ensure that regulatory and legislative compliance is achieved.

7. Records retention and archiving

The retention of records is required in terms of this policy (See Appendix A).

8. Framework

At a minimum, the following South African ("SA") based legislation applies to this policy:

- The South African Institute of Chartered Accountants (SAICA) guide on the retention of records
- The Companies Act

9. Revision history

Revision Date	Document Version	Summary of Changes	Author
April 2022	V1	Initial Draft <i>Signature date 18 May 2022)</i>	Jaco Janse van Vuuren
November 2023	V2	Annual Review of Policy	Jaco Janse van Vuuren
November 2024	V3	Annual Review of Policy	Jaco Janse van Vuuren

10. Policy Approvals

Committee	Document Version	Date of Approval
Board of Trustees	V1	21 April 2022
Board of Trustees	V2	21 November 2023
Board of Trustees	V3	21 November 2024

APPENDIX A RECORDS RETENTION SCHEDULE

Item	Record	Retention Period
1	General rule for Scheme records not reflected in this table: Any documents, accounts, books, writing, records or other information that the Scheme is required to keep	7 years or longer (as specified in other public regulation)
2	Registration certificate of Scheme	Indefinite
3	Scheme Rules and Amendments thereto	Indefinite
4	Notices, Agendas and Minutes of all trustees and/or committee meetings including: <ul style="list-style-type: none">Resolution registerCopies of reports presented at the annual general meetingRecords related to the minutes (Annexures to the minutes)	Indefinite
5	Recordings of trustees and committee meetings (and any other recordings relating to the business of the Scheme)	1 year (+30 days)
6	Copies of annual financial statements	Indefinite
7	Copies of accounting records	7 Years
8	Record of trustees and past trustees and/or committee members, after the trustees/committee members have terminated their representation of members at Scheme meetings	7 Years
9	Reports that may contain member records and claims and/or other information presented to the trustees and/or committees at their meetings	7 Years

Mr J J van Vuuren
PRINCIPAL OFFICER

26-11-2024
Date