

## 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	Jaco Janse van Vuuren

### 10. Policy Approvals

Committee	Document Version	Date of Approval
Board of Trustees	V1	21 April 2022

## 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"> <li>Resolution register</li> <li>Copies of reports presented at the annual general meeting</li> <li>Records related to the minutes (Annexures to the minutes)</li> </ul>	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

May 18, 2022



Jaco Janse van Vuuren