

SECTION 51 MANUAL
SACBC AIDS OFFICE

CONTENTS

PARTICULARS IN TERMS OF THE SECTIONAL 51 MANUAL

1. Contact details [*Section 51(1)(a)*].
2. The section 10 Guide on how to use the Act [*Section 51(1)(b)*].
3. Records available in terms of any other legislation [*Section 51(1)(d)*].
4. Access to the records held by the private body in question [*Section 51(1)(c) and 51(1)(e)*].
 - 4.1 The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2) [*Section 51(1)(c)*].
 - 4.2 Records that may be requested [*Section 51(1)(e)*].
 - 4.3 The request procedures.
 - 4.4 Prescribed fees.

1. Contact Details *[Section 51(1)(a)].*

Name of entity : SACBC AIDS OFFICE
Nature of entity : NON-PROFIT ORGANISATION
Registration no. : 061-870-NPO
Contact person : THE DIRECTOR
Registered address : KHANYA HOUSE
399 PAUL KRUGER STREET
PRETORIA
0001
Postal address : P.O. BOX 941
PRETORIA
0001
Physical address : KHANYA HOUSE
399 PAUL KRUGER STREET
PRETORIA
0001
Telephone no. : 012 363 6458
Fax no. : 012 326 4309
E-mail address : aidstype@sacbc.org.za

2. The Section 10 Guide on how to use the Act *[Section 51(1)(b)].*

The guide is available from the South African Human Rights Commission. Please direct queries to:

The South African Human Rights Commission

PAIA Unit

The Research and Documentation Department

Postal address : Private Bag X2700
HOUGHTON
2041
Telephone : +27 11 877 3600
Facsimile : +27 11 403 0625
Website : www.sahrc.org.za
E-mail : dmalesa@sahrc.org.za

3. Records available in Terms of Legislation

[Section 51(1)(d)].

Where applicable to our operations, information is available in terms of certain provisions of the following statutes:

Basic Condition of Employment Act No. 75 of 1997.

Close Corporation Act. No. 69 of 1984.

Companies Act No. 61 of 1973.

Compensation for Occupational Injuries and Diseases Act No. 130 of 1993.

Competition Act no. 89 of 1998.

Credit Agreement Act No. 75 of 1980.

Customs and Excise Act No. 91 of 1964.

Debt Collectors Act No. 114 of 1998.

Employment Equity Act No. 55 of 1998.

Estate Agency Affairs Act No. 112 of 1976.

Income Tax Act No. 58 of 1962.

Insolvency Act No. 24 of 1936.

Labour Relations Act No. 66 of 1995.

Machinery and Occupational Safety Act No. 6 of 1983.

National Environmental Management Act No. 107 of 1998.

National Road Traffic Act No. 93 of 1996.

National Water Act No. 36 of 1998.

Occupational Health and Safety Act No. 85 of 1993.

Public Accountants and Auditors Act 80 of 1991.

Road Transportation Act No. 74 of 1977.

Security Officers Act No. 92 of 1987.

Stamp Duties Act No. 77 of 1968.

Transfer Duty Act No. 40 of 1949.

Unemployment Insurance Act No. 63 of 2001.

Value Added Tax Act No. 89 of 1991.

4.1 Records available without a person having to request access

[Section 51(1)(c)].

Other information normally for public viewing.

4.2 Records that may be requested *[Section 51(1)(e)].*

4.2.1 Normally available at the registered office:

Statutory Organisation information:

Certificate of registration of Non-Profit Organisation.

Minute book.

Annual financial statements.

Books of account regarding information required by the Companies Act, 1973.

Supporting schedules to books of account and ancillary books of account.

Taxation (Income Tax):

Copies of income tax returns.

Income tax assessments.

Correspondence with Receiver of Revenue.

PBO information.

4.2.2 Normally available at physical address:

Accounting records:

Books of account, including journals, ledgers and cash books.

Invoices, delivery notes, statements, receipts, bank statements, cheques, deposit books and vouchers.

Trial balances and management financial statements.

Taxation (Other than 4.2.1 above):

Value Added Tax registration certificate, returns and back-up calculations.

PAYE, SITE, SDL registration and returns.

Taxation receipts.

Movable and immovable property:

Title deeds of immovable property.
Asset register for movable property.
Leases and instalment purchase agreements.
Mortgage bonds.
Stocktaking records.

Other records:

Statutory employee records and employment contracts.
Pension and retirement funding records.
Environment and safety records.
Intellectual property records.
Agreements and contracts.
Insurance policies and claim records.
Legal correspondence.
Transportation rights, licenses and permits.
Information technology licenses.
Records of customer accounts and receivables.
Records of suppliers and accounts payable.
Trade union correspondence and files.
Records of staff disciplinary hearings.
Bank records and correspondence.

4.3 The request procedures

Form of request:

To facilitate the processing of your request, kindly:

- 4.3.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at www.doj.gov.za.
- 4.3.2 Address your request to the Company Secretary.

4.3.3 Provide sufficient details to enable the COMPANY to identify:

- a) The record(s) requested.
- b) The requester (and if an agent is lodging the request, proof of capacity).
- c) The form of access required.
- d) (i) The postal address or fax number of the requester in the Republic.
(ii) If the requester wishes to be informed of the decision in any matter (in addition to written) the manner and particulars thereof.
- e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

4.4 Prescribed Fees

The following applies to requests (other than personal requests):

- 4.4.1 A requestor is required to pay the prescribed fees (R50.00) before a request will be processed.
- 4.4.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted).
- 4.4.3 A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit.
- 4.4.4 Records may be withheld until the fees have been paid.
- 4.4.5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za, or the website of THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT (under regulations) at www.doj.gov.za.

SIGNED AT PRETORIA THIS 6 DAY OF DECEMBER 2012.



SR. A. MUNRO