

**BRYANSTON EAST COMMUNITY FORUM
(ASSOCIATION INCORPORATED UNDER SECTION 21)**

Reg no. 2004/011551/08

**SECTION 51 MANUAL
PROMOTION OF ACCESS TO INFORMATION ACT**

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A. INTRODUCTION

Main Business

The company is an operating private company involved in community based business development projects.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact details

Head of the body: Russell Kleyn

Postal address: P O Box 4121
Rivonia
2128

Street Address: 1st River Trail Scout Hall
River Road
Bryanston

Telephone number: (011) 463 6066

Email address: Russell@becf.co.za

2. The section 10 Guide on how to use the Act

The Guide will, according to the South African Human Rights Commission (SAHRC), be available for inspection at the offices of the SAHRC. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300
Fax: +27 11 484-7146
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

3. Records available in terms of any other legislation:

- The Companies Act 61 of 1973;
- The Credit Agreements Act 75 of 1980;
- The Income Tax Act 58 of 1962;
- The Medical Schemes Act 131 of 1998;
- Unemployment Insurance Act 30 of 1966;
- Skills Development Act 97 of 1997 and ;
- Skills Development Levies Act 9 of 1999.
- The Income Tax Act 58 of 1962;
- Value Added Tax Act 89 of 1991;
- The Financial Intelligence Centre Act of 2001;

4. Access to the records held by BRYANSTON EAST COMMUNITY FORUM (ASSOCIATION INCORPORATED UNDER SECTION 21)

Financial records

- Audited financial statements
- Asset register
- Taxation records

Internal and external correspondence

- Minutes of directors and shareholders meetings
- Correspondence with third parties
- Statutory returns

Customer related records

- Debtors master files and age analysis
- All related documents

Supplier related records

- Supplier maintenance records

- All related documents

Records on behalf of third parties

- SARS correspondence and returns

i. The request procedures:

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.

Fees:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.

- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

5. Other information as may be prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

6. Availability of the manual

The manual is also available for inspection during office hours at the offices of Bryanston East Community Forum free of charge. Copies are available from the SAHRC.