

SECTION 51 MANUAL FOR
RICHMOND HILL SRA NPC
REGISTRATION NO: 2014/257578/08

INFORMATION REQUIRED UNDER SECTION 51(1) (a) OF THE ACT

Full Name: Richmond Hill SRA NPC

Registration Number: 2014/257578/08

Main Business: The objectives of the SRA include maintaining the historical heritage and character of the Richmond Hill area, security and crime prevention, as well as the cleaning and enhancement of the neighbourhood.

Head of Richmond Hill SRA NPC: Kevin Stewart Slattery

Postal Address of head of Richmond Hill SRA NPC: 11 Mackay Street
Richmond Hill
Port Elizabeth
6001

Street Address of head of Richmond Hill SRA NPC: 11 Mackay Street
Richmond Hill
Port Elizabeth
6001

Telephone Number of head of Richmond Hill SRA NPC: 084 469 9899

Fax Number of head of Richmond Hill SRA NPC: N/A

E-mail address of head of Richmond Hill SRA NPC: kslattery@telkomsa.net

DESCRIPTION OF GUIDE REFERRED TO IN SECTION 10: SECTION 51 (1) (b)

A guide has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA.

The Guide is available for inspection, *inter alia*, at the office of the offices of the Human Rights commission at 29 Princess of Wales Terrace, corner York and St. Andrews Street, Parktown, Johannesburg and on its website at www.sahrc.org.za.

THE LATEST NOTICE IN TERMS OF SECTION 52 (2) (IF ANY):

At this stage no notice(s) has/have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION: SECTION 51(1)(d)

Records available in terms of other legislation are as follows:

- Basic Conditions of Employment Act, 1997
- Companies Act, 2008 (Act No. 71 of 2008)

Cont/...

- Compensation for Occupational Injuries and Diseases Act, 1993
- Income Tax Act, 1962
- Labour Relations Act, 1995
- Promotion of Access to Information Act, 2000
- Unemployment Insurance Act, 2001
- Municipal Property Rates Amendment Act, 2014
- Municipal By-Laws
- Municipal Systems Act, 2000

SUBJECTS AND CATEGORIES OF RECORDS HELD BY RICHMOND HILL SRA NPC: SECTION 51(1)(e)

1. STAKEHOLDERS:

Directors, Members, Employees

2. STATUTORY COMPANY INFORMATION

- CIPC Registration Certificate
- Notice of Incorporation
- Memorandum of Incorporation
- Minute Book of Resolutions passed at meetings
- Proxy Forms
- Register of Mortgages and Debentures and Fixed Assets
- Register of Directors and Certain Officers

3. ACCOUNTING RECORDS

- Annual Financial Statements including the Auditor or Accounting Officer Report
- Books of Account regarding information required by the Companies Act, 2008
- Supporting schedules to books of account and ancillary books of account
- Books of Account including journals and ledgers
- Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange.

4. STATUTORY EMPLOYEE RECORDS

- Employees' names and occupations
- Time worked by each employee
- Date of birth of each employee
- Salary and Wages register
- Attendance register
- Employment equity plan
- Staff records (after date of employment ceases)

5. OTHER EMPLOYEE RECORDS

- Employee contracts
- Code of conduct

6. FIXED PROPERTY

- Asset Register

7. AGREEMENTS AND CONTRACTS

- Material agreements concerning provision of services or materials
- Agreements with customers
- Warranty agreements
- Sale agreements

8. TAXATION

- Copies of all Income Tax Returns and other tax returns and documents

DETAIL ON HOW TO MAKE A REQUEST FOR ACCESS – SECTION 51(e)

Form of request:

- The requester must complete Form C and submit this form together with a request fee, to the head of the private body.
- The form must be submitted to the head of the private body at his/her address, fax number, or electronic mail address
- The form must:
 - provide sufficient particulars to enable the head of the private body to identify the record/s requested and to identify the requester,
 - indicate which form of access is required,
 - specify a postal address or fax number of the requester in the Republic,
 - identify the right that the requester is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise or protection of that right,
 - if in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, to state that manner and the necessary particulars to be informed in the other manner,
 - if the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable 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:

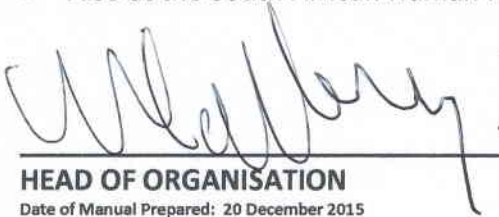
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [S54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [S54(3)(b)].

- 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 records for disclosure [S54(6)]. This fee will be based on the time spent to extract the records. Photocopies and printouts will be charged out at a rate per page.

AVAILABILITY OF THE MANUAL

The manual of information is available for inspection as follows:

- The offices as mentioned above, free of charge
- Also at the South African Human Rights Council



A handwritten signature in black ink, appearing to read 'M. Mabasa', is written over a horizontal line.

HEAD OF ORGANISATION

Date of Manual Prepared: 20 December 2015