

Manual on Access to Information

Issued in terms of
Section 51 of the
Promotion of Access to Information Act 2000

A copy of this manual has been submitted to the South African Human Rights Commission.

CHRISTINE REVELL CHILDREN'S HOME TRUST
REGISTRATION NUMBER: IT 1921/2000

NONPROFIT ORGANISATION REGISTRATION NUMBER 003-054 NPO

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

Our contact details are as follows:

Name of contact person: Director: Alicia Rhoda

Postal address: Christine Revell Children's Home
Huntley Street
Athlone, 7764

Physical address: Huntley Street (off Wallis Street)
Athlone
7764

Office hours: 8h00 to 16h30 (Monday to Friday)

Telephone: +27 21 697 1748 / 083 653 0344

Fax: 086 553 9220

E-mail: crevell@iafrica.com

Website: www.crch.co.za

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. It is available in all of the official languages.

The Guide is available for inspection, *inter alia*, at the office of the officers of the Human Rights Commission: Contact number +27 11 877 3600 and fax +27 11 403 0625 and on its website at **www.sahrc.org.za**.

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

With regards to notices that have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA see the website www.sahrc.org.za

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

Records available in terms of other legislation are as follows:

- * Labour Relations Act 66 of 1995
- * Employment Equity Act 55 of 1998
- * Basic Conditions of Employment Act 75 of 1997
- * Compensation for Occupational Injuries and Disease Act 130 of 1993
- * Companies Act 61 of 1973 as amended by Act 71 of 2008
- * Unemployment Insurance Act 63 of 2001
- * Value Added Tax Act 89 of 1991
- * Income Tax Act 58 of 1962
- * Skills Development Levies Act 9 of 1999
- * Closed Corporation Act No 69 of 1984
- * Customs and Excise Act No 91 of 1964
- * Electronic Communications and Transactions Act No 25 of 2002
- * Insolvency Act No 24 of 1936
- * Occupational Health and Safety Act No 85 of 1993;

SUBJECTS AND CATEGORIES OF RECORDS HELD BY CHRISTINE REVELL CHILDREN'S HOME TRUST: SECTION 51(1)(e)

1. FINANCIAL RECORDS

- Annual Financial Statements
- Tax Returns
- Accounting Records
- Banking Records, Bank Statements, Paid Cheques, Electronic banking records
- Asset Register
- Invoices

2. INCOME TAX RECORDS

- PAYE Records
- Documents issued to employees for income tax purposes
- Records of payments made to SARS on behalf of employees
- All other statutory compliances:
 - o Skills Development Levies (exempt)
 - o UIF

3. PERSONNEL DOCUMENTS AND RECORDS

- Employment contracts
- Personal particulars and disciplinary records
- Salary records
- Leave records

4. TRUST ACT RECORDS

- . Trust Deed
- . Letters of Authority and Master's Certificates
- . Acceptance of Trust by Trustees
- . Minutes of Trustee Meetings

ACCESS TO OUR RECORDS

YOUR RIGHT OF ACCESS

The Act entitles you to have access to our records, provided that

- you need access to exercise or protect any of your rights, and
- you apply for access according to the procedure set out in this manual, and
- we do not have grounds for refusing you access.

OUR RIGHT TO REFUSE ACCESS

We have the right to refuse you access to our records if any of the following grounds apply:

- the record would unreasonably disclose personal information about a third party, including a deceased individual (unless that third party or a representative of the deceased gives written permission for access),
- the record contains (a) trade secrets, or (b) financial, commercial, scientific or technical information, or (c) information about research by a third party, which could put that third party at a disadvantage in a negotiation or prejudice him in competition (unless that third party gives written permission for access),
- access would put us in breach of a duty of confidence which we owe to a third party (unless that third party gives written permission for access),
- access could reasonably be expected to (a) endanger someone's life or physical safety, or (b) prejudice or impair the security of a building, structure, system, means of transport or other property,
- the record is privileged from being produced as evidence in legal proceedings (unless the person protected by the privilege has waived that protection).

NOTICE i.f.o. SECTION 52 OF THE ACT

We have not gazetted any notices in terms of Section 52 of the Act. This means that we will grant access to our records only in terms of this manual.

HOW TO APPLY FOR ACCESS

FILL IN A REQUEST FORM

If you want to obtain access to any of the records listed in this manual, you should fill in the application form contained in the APPENDIX A of this manual.

SUBMIT THE FORM AND THE REQUEST FEE

Mail your completed application form, and a non-refundable request fee of R50.00 + VAT (in cheque form) to our PO Box address. If you are an employee or ex-employee requesting access to your personnel record, then you don't have to pay the request fee.

If you cannot visit our office in person, you can post the form and fee to us, or you can contact us to make alternative arrangements.

WE WILL RESPOND

We will consider your request and let you know our decision, in writing, not more than 30 days after we receive your request.

Our response will probably be one of the following:

- A. Your application does not contain enough information to enable us to search for the record you want. Please provide additional details.
- B. It is going to take us more than six hours to search through our records, and before we do so you must pay us a deposit of R60.00 (plus VAT).
- C. We have found the record you're looking for, and you may have access to it, on payment of:
 - an access fee of R30.00 (+ VAT) per hour for the time that it took us to find the record (less any deposit which you have already paid), and
 - a reproduction fee for making photocopies or printouts or copying the record onto a stiffy disc or CD - the fees are set out further in this manual

Note: we will not charge fees to an employee or ex-employee requesting access to his/her personnel record.

- D. You may not have access to the record you want, for reasons which we will state in our reply. If you have paid a deposit, we will refund it (but not the request fee).
- E. We have searched for the record and cannot find it. We will give you an affidavit explaining what steps we took to try and find the record. Should the missing record later come to light, we will notify you.

SCHEDULE OF FEES

As per *Government Gazette* 23119 dated 15 February 2002

A photocopy of this manual: R 1.10 per page

Request fee (non-refundable)

- payable on submission of the Application Form R50.00

Access fee

- for searching our records R30.00 per hour
(or part thereof)

Note: if the search is likely to take longer than six hours (which would cost more than R180), then a deposit of one-third (i.e. R60) is payable in advance.

Reproduction fee

- photocopy (A4 page or part thereof) R 1.10
- printout from a computer or in other electronic or machine-readable form (A4 page or part thereof) R 0.75
- computer-readable copy of CD R70.00
- transcription of visual images (A4 page or part thereof) R40.00
- copy of a visual image R60.00

VAT must be added to request, access and reproduction fees.

Postage

- if the copy of the record is to be sent by post, then postage must be paid in addition to the request, access and reproduction fees.

Signed at Cape Town on 29 May 2012

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APPENDIX A

APPLICATION FORM

(Page 1 of 4 pages)

Request for Access to Record of Private Body
(Section 53(1) of the Promotion of Access to Information Act 2000
(Act No 2 of 2000))

Regulation 10

A. Particulars of private body

Name of Company : _____

The Contact Person: _____

PO Box Address: _____

B. Particulars of person requesting access to the record

Notes:

(a) Please give the particulars of the person who is requesting access to the record.

(b) Please state the address and/or fax number in the Republic to which the information is to be sent.

(c) If applicable, attach proof of the capacity in which the request is made.

Full names and surname: _____

Identity number: _____

Postal address: _____

Telephone no: _____ Fax no: _____

E-mail address: _____

If this application is being made on behalf of another person, state the capacity in which you are making it: _____

(continued on next page)

C. Particulars of person on whose behalf the request is made

Note: this needs to be completed only if the request for information is being made on behalf of another person.

Full names and surname: _____

Identity number: _____

D. Particulars of record

Notes:

- (a) Provide full particulars of the record to which access is requested, including a reference number (if you know of one) which will help us to locate the record.*
- (b) If there is not enough space on this form for all the particulars, write the remaining particulars on a separate sheet of paper, sign it, and attach it to this form.*

1. Description of the record or relevant part of the record: _____

2. Reference number, if available: _____

3. Any further particulars of record: _____

E. Fees

Notes:

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.*

(continued on next page)

- (b) You will be notified of the amount to be paid as the request fee.
- (c) The fee payable for access to a record depends on the form in which access is required and the reasonable time to search for and prepare a record.
- (d) If you qualify for exemption from payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees: _____

F. Form of access to record

If you have a disability which prevents you from reading, viewing or listening to the record in any of the forms of access listed in sections 1 to 4 hereunder, please state your disability and indicate the form in which you require the record:

Disability: _____ Form in which record is required:

_____	_____
_____	_____
_____	_____

Notes:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances, in which case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record will partly be determined by the form in which access is requested.

Mark the appropriate box with an X:

1. If the record is in written or printed form:
 - copy of the record*
2. If the record consists of visual images (including photographs, slides, video recordings, computer-generated images, sketches etc):
 - copy of the images*

(continued on next page)

3. If the record is held on a computer, or in electronic or machine-readable form:
- printed copy of record*
 - printed copy of information derived from the record
 - copy in machine-readable form (compact disc)*

If you have requested the record in any of the forms marked with an *,
• YES • NO
do you want it to be posted to you? If so, postage will be payable.

G. Particulars of right to be exercised or protected

If the space provided is not adequate, please continue on a separate sheet, sign it, and attach it to this form.

1. Indicate which right is to be exercised or protected: _____

2. Explain why you need the requested record to exercise or protect the
aforementioned right: _____

H. Notice of decision regarding request for access

You will be notified in writing whether your application has been approved or denied. If you wish to be informed in some other manner, please specify it and give details to enable us to comply with your request:

How would you prefer to be informed of our decision regarding your request for
access to the record? _____

SIGNED AT _____ THIS _____ DAY OF _____ 20 _____

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF THE REQUEST IS MADE